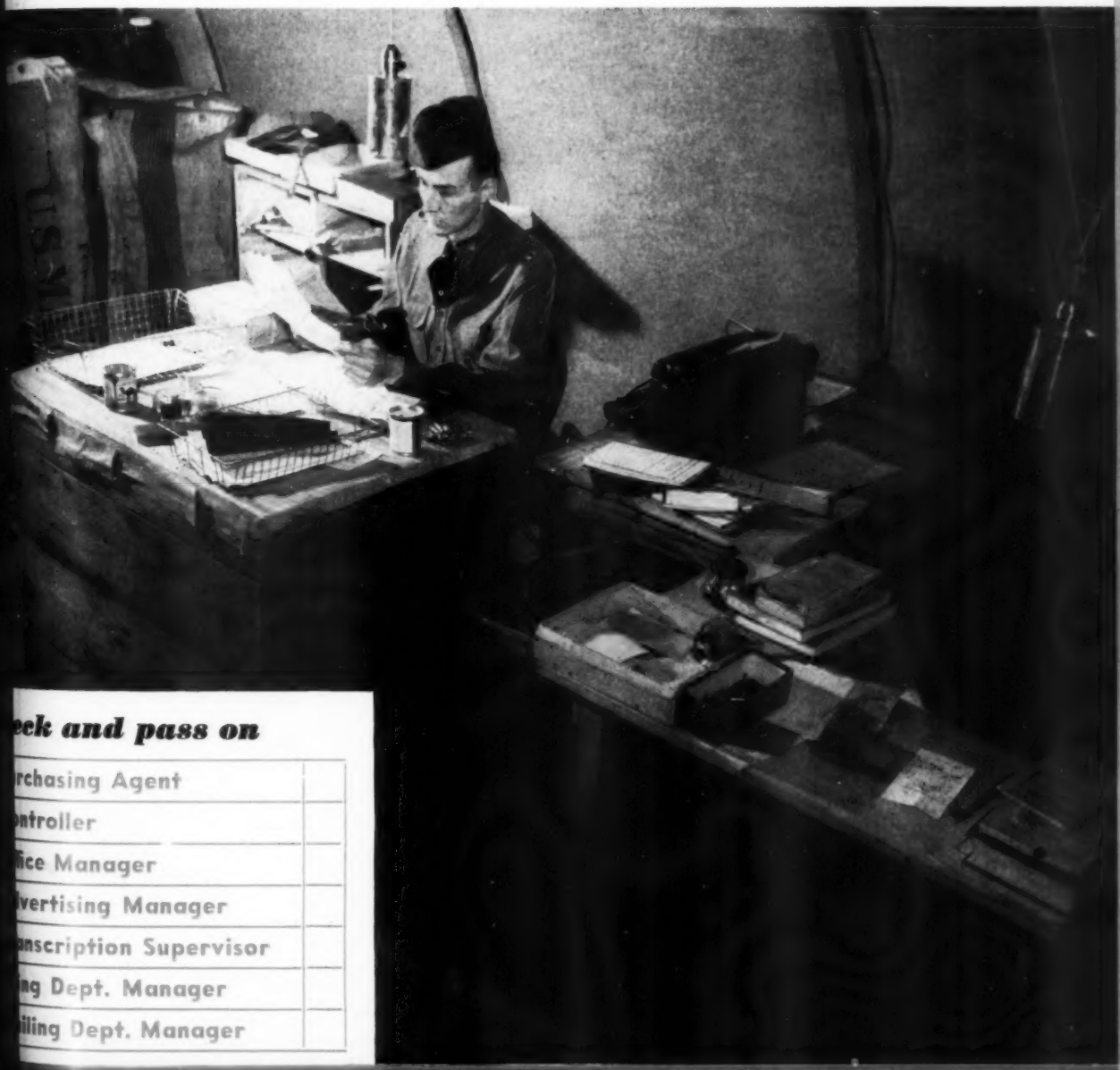
OFFICE EQUIPMENT *Digest*

Edited for **Purchasing Agents, Controllers and Office Managers**



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ANNOUNCING A

NEW

LAWRENCE (10 INCH) SLIDE RULE

to Retail at

$1.00

A PROFESSIONAL SLIDE RULE

The A, B, C, D, C1 and K scales on front of rule and S, L and T scales on the back of the slide are accurately and clearly calibrated on white composition face—easy to read, durable and easy to clean. Narrow frame, gun-metal finish indicator has unbreakable transparent plastic face with centered hairline.

These rules are made of thoroughly seasoned, finely machined wood. Accuracy is maintained in any climate, regardless of temperature or humidity.

Instruction sheet is packed with each rule in AN ATTRACTIVE, DURABLE IMITATION LEATHER CASE.

A BETTER SLIDE RULE AT A POPULAR PRICE

Advance orders indicate that unit sales of this new dollar rule will match the large volume of our well-known "quarter" rules. Take advantage of this greater profit opportunity.

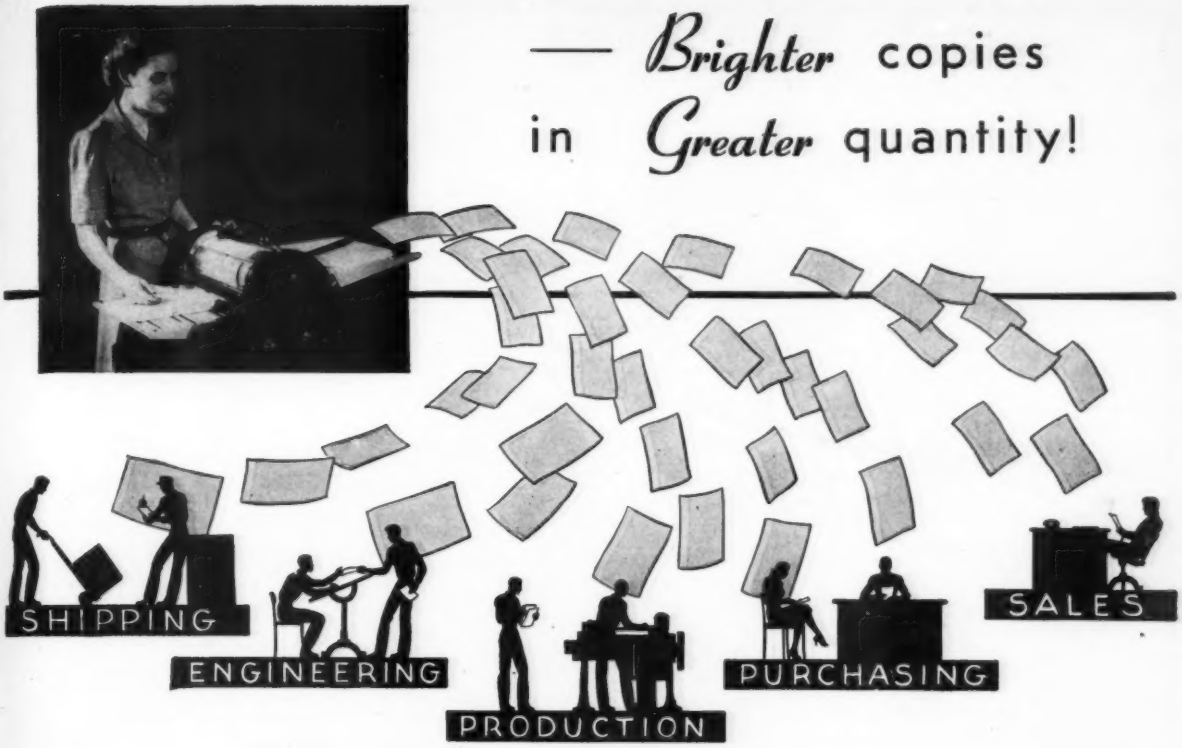
ORDER NOW FOR PROMPT DELIVERY

OTHER LAWRENCE SLIDE RULES ARE STILL AVAILABLE

The demand for this new and better rule has not affected the production of our famous 25c slide rule and other rules. Your orders will have prompt attention.

LAWRENCE ENGINEERING SERVICE

PERU — INDIANA — U. S. A.



DUPLICATE copies, made *in quantity* with Marathon Ready Master matched-unit duplicating sets, wing their way to work and enable everyone concerned to *see* work through easier and faster.

Regardless of where the copies are used, how they are handled or lighting conditions where they're read—regardless of whether the original is made on a regular or noiseless typewriter, tabulator or addressograph, or pencil, the easier-to-read result is the same.

Because of its special, clear-writing coating, you will find Marathon the outstanding medium for producing *a greater number* of notices, sketches, bills of material, invoices, purchase orders, manufacturing orders, packing lists, instructions and many other business forms. You'll definitely appreciate Marathon extra-quantity and extra-visibility. Ask your office supply dealer or the Columbia office nearest you to show you *how* Marathon Ready Masters are different and better.

COLUMBIA RIBBON & CARBON MFG. CO., Inc.
Main Office and Factory Glen Cove, L. I. N. Y.

NEW YORK • KANSAS CITY, MO. • CHICAGO • DETROIT • MILWAUKEE • MINNEAPOLIS • NASHVILLE • PHILADELPHIA • PITTSBURGH CINCINNATI, (Harris-Moers Co.) • PORTLAND, ORE.
Also: London, England; Sydney, Australia

COLUMBIA
MARATHON
READY-MASTER MATCHED UNITS
for
GREATER QUANTITY and EXTRA CLARITY

It was back in 1919- Remember . . . . . ?

American fighting men were returning home after World War I . . . At Oyster Bay, New York, Theodore Roosevelt, President from 1901 to 1906, passed away at the age of 60 . . . the troop transport Northern Pacific went ashore off Fire Island with 3,000 on board . . . 16,000 harbor workers went on strike for an 8 hour day and higher wages, tying up New York Harbor traffic . . . credit advances to allied nations totaled $8,464,547,702 . . . President Wilson returned from the Peace Conference in Paris . . . Northern Minnesota was still stunned from fall forest fires which destroyed 20 towns and took nearly 1,000 lives . . . Minnesota, along with Wisconsin, ratified the Federal Prohibition Amendment making a total of 40 ratifying states. That was back in February, 1919.

It was during those same history making days that the Quality Park Envelope Company was organized and went into production. Since then we have seen peace . . . and, again, war. There have been periods of depression and prosperity. And there has been progress — slow and at times rapid — for our nation. Quality Park has shared in this progress, has expanded to meet increasing demands and has never lost sight of the policy on which the company was founded a quarter century ago—a policy so important that it was incorporated in the firm name . . . QUALITY . . . *Quality* envelopes and *Quality* service.

★ **It's February, 1944 . . . our Twenty-Fifth Anniversary Month. Today a great part of our production is for Uncle Sam . . . we're helping win this war for a better tomorrow. And for tomorrow we pledge the same QUALITY envelopes and service that have built Quality Park's reputation in the past.**

BUY WAR BONDS
Build Victory for Today
Build a Stronger America for TOMORROW

QUALITY PARK
ENVELOPE COMPANY

General Office and Factory
Quality Park
St. Paul, Minnesota

Chicago Office and
Warehouse
564 W. Monroe Street

CORRY-JAMESTOWN IS BUSY BUILDING THIS SECRETARY-BUREAU-SAFE FOR NAVAL OFFICERS

Riding the seas today on many a U. S. warship are Corry-Jamestown built combination Secretary-Bureau-Safes for officers quarters. They are another branch of our war production — another reason why the demand for Steel Age Office Furniture must stand aside until the Axis calls it quits.

Close on the heels of that Victory will come profits for you through the finest Steel Age Office Furniture ever built!

Counter High, Combination Cupboard 964, a popular pre-war Steel Age product.

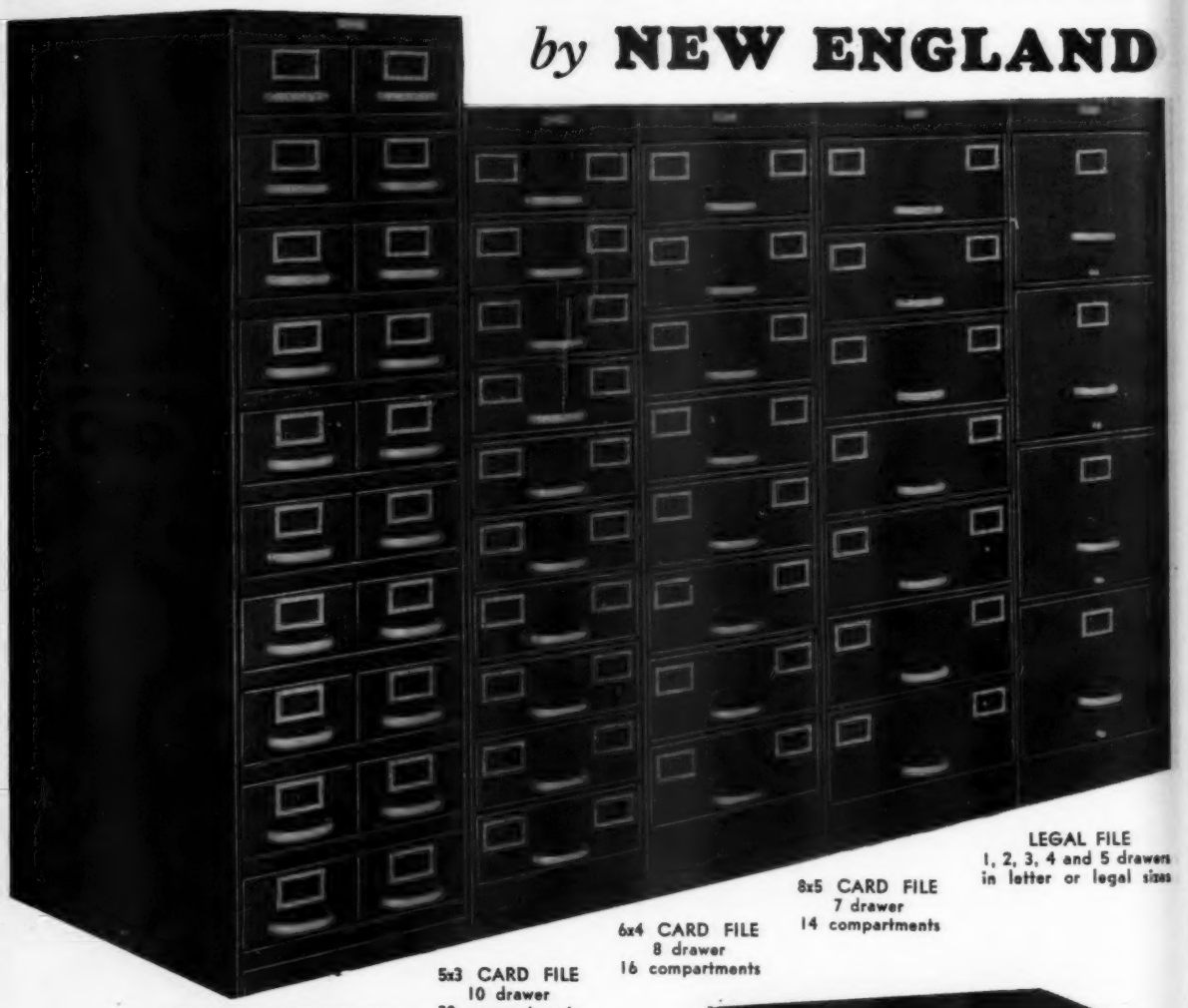
Speed Victory— Buy More War Bonds!

CORRY - JAMESTOWN

MANUFACTURING CORP. *Steel Age* CORRY, PA.

SPEED VICTORY . . . BUY WAR BONDS

FILING EQUIPMENT OF WOOD *by* NEW ENGLAND



LEGAL FILE
1, 2, 3, 4 and 5 drawers in letter or legal sizes

8x5 CARD FILE
7 drawer
14 compartments

6x4 CARD FILE
8 drawer
16 compartments

5x3 CARD FILE
10 drawer
20 compartments

TABULATING CARD FILE
20 drawer unit for cards
7⅜"x3¼"

The Tabulating Card File illustrated (upper left) is NEW ENGLAND'S latest contribution to the industry. Now you can offer your customers matched units in wood to meet all standard filing requirements.

The new Tabulating Card File is made according to the same NEW ENGLAND high craftsmanship standards of fine cabinet making. Each pair of drawers set on a sliding tray which operates on metal rollers. When on the tray the drawers are held positively in position but all drawers are removable. This file is also made as an 18 drawer unit 52" high to match other NEW ENGLAND numbers.

The NEW ENGLAND LINE embraces many other office and factory units designed expressly to take the place of steel so vital to our war efforts — LOCKERS, STORAGE CABINETS, SECTIONAL BOOKCASES and CLOTHES RACKS. We are equipped to manufacture special equipment in all types of wood from architect's drawings and specifications. Let's get acquainted.

CARD CABINETS

Sturdily made of laminated birch, NEW ENGLAND'S Card Cabinets in olive green finish have a steel-like appearance. They come in 1-drawer, 2-drawer, 4-drawer, 6-drawer, and 9-drawer units for both 5x3 and 8x5 cards. There is also a 7-drawer cabinet with 14 compartments for 8x5 cards and a 10-drawer cabinet with 20 compartments for 5x3 cards. Select a sample order from our catalog. One examination will convince you.

New England Woodworking Co.

512 E. 137th Street **New York, N. Y.**

IN judging the merits of a product the consuming public is the court of last resort. Regardless of the amount of engineering skill or precision workmanship put into a stapling machine those who buy and use it must be satisfied, otherwise all these efforts are in vain.

Thousands of Ace's New Wartime Model No. 402-V are now in daily operation. Reports flowing in are most complimentary, bearing out the fact that when Ace builds a stapling machine it must be good—must embody those sterling Ace qualities of ruggedness, long life and easy, efficient, dependable operation.

SHIPMENTS WILL BE ALLOCATED TO THOSE QUALIFYING WITH PRIORITY RATINGS.

SOLD EXCLUSIVELY THROUGH DEALERS

The WORLD'S FINEST

ACE

Stapling Machines for Every Purse and Purpose

The WORLD'S FINEST

ACE FASTENER CORPORATION • 3415 NORTH ASHLAND AVENUE • CHICAGO

A LABORATORY
THAT HELPS YOU BUY
RED FEATHER STENCILS

IN this fully equipped laboratory, all material used in the making of Red Feather Stencils and Duplicating Supplies is analyzed, tested, tried and passed before being used. Here, long, careful and thorough quality-improving research is constantly conducted.

The accurate compounding of formulas by skilled technicians and experienced chemists are a safeguard and guarantee that the high standard of Red Feather Products will always be maintained, thus insuring Customer Satisfaction.

STENCILS • DUPLICATOR INKS • DUPLICATOR SUPPLIES • CORRECTION FLUID • TYPE CLEANER • HECTO FLUID • CARBON PAPER • TYPEWRITER RIBBONS

Red Feather Products offer a complete line of Duplicating Supplies.

WRITE TODAY FOR NEW ILLUSTRATED CATALOG

RED FEATHER PRODUCTS LTD.

Redwood City · California

More than just another line!

"They File from the side side by side"

Rock-a-File INDEX-CARD FILING CABINETS

Similar in principle to letter-type Rock-a-File. Single and double, for 3 x 5, 4 x 6 and 5 x 8 standard cards. Green and genuine walnut.

Rock-a-File is a totally new and better METHOD

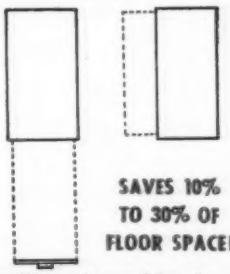
PATENTS APPLIED FOR

THE enthusiastic adoption of Rock-a-File by experienced users of filing is not simply a decision to buy one *brand* of filing equipment instead of another. It is the considered preference for *Rock-a-filing* as against orthodox drawer-type-filing.

Rock-a-File cabinetwork is excellent in every way, of course . . . so is that of other good files of conventional design. But Rock-a-File in addition to its quality construction, is unique and vastly better in principle and in performance.

Filing with Rock-a-File is *side-filing.* It saves space, saves time, saves muscular effort, lengthens the life of folders and guides, eliminates hazard of tipping, makes all compartments accessible at all times.

Look into Rock-a-Filing! Write



SAVES 10% TO 30% OF FLOOR SPACE!

Rock-a-File requires much less clear space for opening than drawer-filing. Rock-a-File can be used in narrow corridors, closets, alcoves, where ordinary filing cabinets are impractical.

ROCKWELL-BARNES COMPANY

Specialists to the Stationer Since 1903

35 EAST WACKER DRIVE CHICAGO 1, ILL.

SPEED WILL COUNT MORE THAN EVER

in satisfying post-war demands for office supplies

SPEED has served well in wartime duties . . . Additional thousands of executives and office workers now have first-hand knowledge of the superior merits of SPEED PRODUCTS . . . . The SPEED way will always be their choice . . . . . In the post-war world — as at present —

SPEED WILL BE THE ORDER OF THE DAY!

SPEED PRODUCTS COMPANY

37-18 NORTHERN BOULEVARD • LONG ISLAND CITY 1 • N. Y.

A message that can be said in Two Words ... OLD TOWN

SOMETIME AGO we announced that spirit carbon papers of our manufacture were no longer available to makers of duplicating machines for resale.

Once again we want to emphasize — make certain of proper quality in the carbon you buy. See that it bears the OLD TOWN trade mark — your grade mark. It will pay you to check on this.

One sheet of spirit carbon can be made to *look* exactly like another. But *performance* is another thing. When you use OLD TOWN you can be *sure* of uniform clear copies and long runs. There's no finer quality in the market.

In true keeping with OLD TOWN'S tradition of pioneering and keeping in step with progress, the quality of our spirit carbon is higher today than ever before. This trend toward perfection is particularly evident in OLD TOWN'S new and exclusive **jet-rite** process which reproduces brilliantly clear copies in BLACK.

OLD TOWN perfection of performance is available only from OLD TOWN or through OLD TOWN distributors and dealers throughout the country.

Attention — Dealers:

Outstanding products with unusual sales appeal make the *Old Town* franchise the most valuable ribbon and carbon and duplicating supply agency in any city. Write us.

Old Town

RIBBON & CARBON CO. INC.

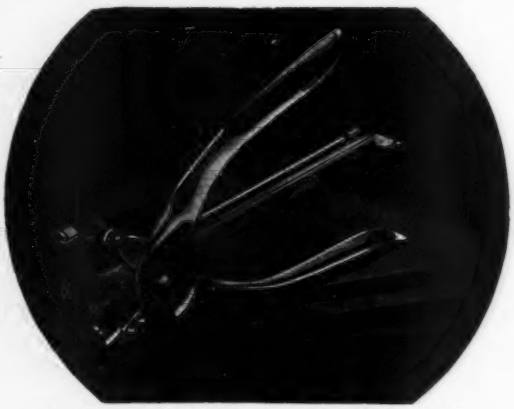
Foremost Makers of Ribbons and Carbons for Every Use

750 PACIFIC STREET, BROOKLYN 17 NEW YORK, N. Y.

CAGO · SAN FRANCISCO · LOS ANGELES · BOSTON · PHILADELPHIA · WASHINGTON · PITTSBURGH · KANSAS CITY · ST. PAU
NEAPOLIS · ST. LOUIS · BUFFALO · DETROIT · NEW ORLEANS · BIRMINGHAM · MEMPHIS · ATLANTA · HOUSTON · DENVE

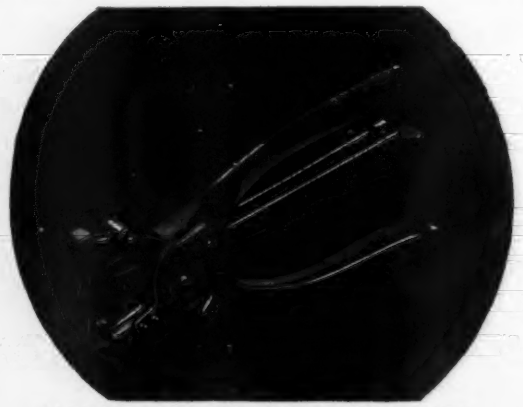
MODEL J-30 STAPLING PLIER $3.85

Model J-30 is light in weight, yet rugged. Requires but little space and can be put into desk drawer or pocket when not in use. Indispensable for vertical filing or for attaching material to a permanent card. Uses DJ340 NEVA-CLOG Staples.



MODEL B-100 STAPLING PLIER $5.25

For heavy duty and for fastening of tough materials, this machine uses a broad flat staple. Fastens such materials as fibre, softwood baskets, veneer wood, leather and belting. Used for sealing heavy paper or cloth bags, packages of corrugated board, and similar difficult operations. Powerful leverage, durable, fool-proof. Staples used: NEVA-CLOG B-3/8.



MODEL S-100 STAPLING PLIER $4.75

A rugged, powerful Stapling Machine with 4 to 1 leverage. Particularly designed for production work and hard usage but can be used for any stapling operation within its capacity. Clog-proof so that it will give constant production. Use NEVA-CLOG A-1000 or L-1000 Staples.

For the past fifteen years we have been stressing the Industrial advantages of

NEVA-CLOG STAPLING PLIERS "The Machine of a THOUSAND USES"

The war has definitely proven the efficiency of Neva-Clog machines and has developed many uses which we never thought possible. Altho we do not subscribe to the thesis that war is necessary to promote progress, and prefer to do peace-time business, the necessities of war do, in some instances, stimulate latent possibilities.

When peace is again at hand you will benefit from these developments which have led to better ways to

"FASTEN THINGS TOGETHER"

with

NEVA-CLOG STAPLING PLIERS

★

NEVA-CLOG PRODUCTS, INC.

BRIDGEPORT, CONN.

Amazing... what VERITHIN Colored Pencils *can do for every department in your company*

RECORDS
are permanent when written with VERITHIN. Its insoluble pigments won't smear or run under moist hands, rain or accidental wetting.

CHECKING
is more accurate because VERITHIN holds a fine point for over 4,000 check marks before it needs resharpening.

SYMBOL SYSTEMS
on maps, graphs and control cards are easier to set up and expand. VERITHIN offers 30 "high-visibility" colors for your code.

PRINT MARKING
is more positive with VERITHIN. Special blueprint colors (and the standard colors for black-and-whites) make corrections unmistakable.

DRAWING
with VERITHIN is a revelation. All 30 colors sharpen to needle points for fine detail, withstand heavy drawing pressure, and blend to perfection.

30 Rich Colors

*734 White
734½ Light Grey
*735 Canary Yellow
735½ Lemon Yellow
736 Yellow Ochre
736½ Orange Ochre
737 Orange
737½ Sea Green
738 Green
738½ Light Green
739 Dark Green
739½ Olive Green
*740 Ultramarine
740½ Sky Blue
*741 Indigo Blue
741½ Azure Blue
742 Violet
742½ Lavender
743 Pink
743½ Rose
744 Scarlet Red
745 Carmine Red
745½ Terra Cotta
746 Sienna Brown
746½ Tuscan Red
*747 Black
747½ Dark Grey
748 Red and Blue
*750 Vermilion
*753 Silver
*754 Gold

*Your Chief Draughtsman will like these colors for marking blue prints.

Whatever you do, you'll like them, too!

Write for a sample today, naming this magazine, your dealer and the color you desire.

TRY VERITHIN WITHOUT COST!

EAGLE PENCIL CO.
703 E. 13th St., New York, N. Y.
Send me, FREE, one Eagle VERITHIN pencil, number ___

Name .....
Address .....
City ..... State .....
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EAGLE
"Chemi · Sealed"
SUPER BONDED
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COLORED PENCILS
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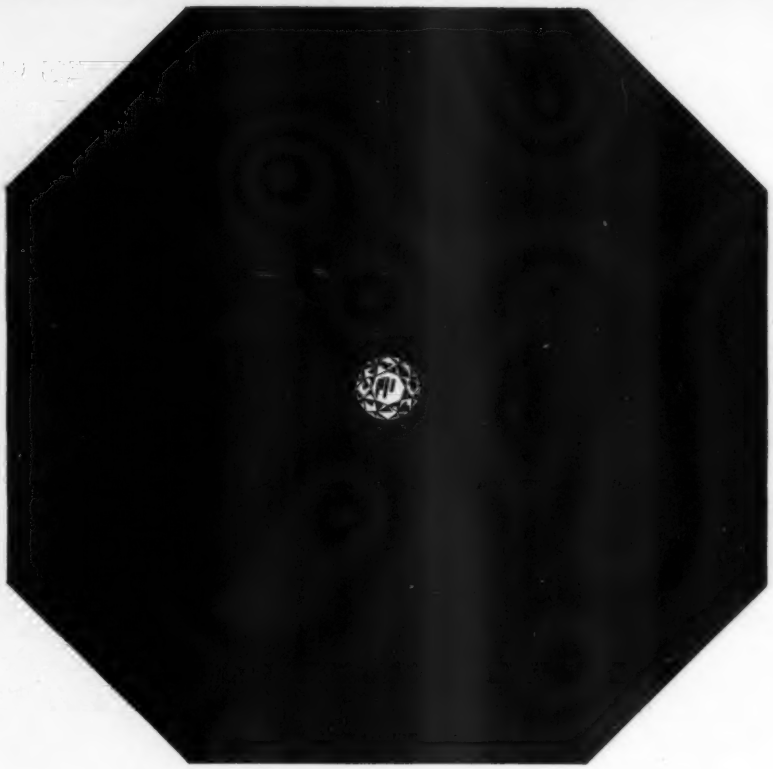


DIAMONDS AND CARBON PAPER

Many inexperienced purchasers of diamonds might be fooled into believing a well-cut *zircon* to be as valuable a gem as a *diamond*. In appearance they are much the same if cut and polished similarly—yet no expert could be convinced they were equally valuable or as beautiful. John Ruskin's words on the subject of *value*, are truly illuminating and worth remembering: *"There is hardly anything in this world that some man cannot make a little worse and sell a little cheaper, and the people who consider price only are this man's lawful prey."* This description is as true of carbon paper as it is of diamonds. That is why regular users of M & V carbon paper and ribbons have learned to appreciate the enduring quality built into these products by the M & V guild of craftsmen, whose experience and skill insure the dependability and performance of the products manufactured under the "M & V" name.

MITTAG AND VOLGER, INC.

ESTABLISHED 1881

FINE CARBON PAPERS & INKED RIBBONS · PARK RIDGE, NEW JERSEY

Some Folks like "PIN-UP-GIRL" CALENDARS

OTHERS PREFER THE MORE CONSERVATIVE TYPE OF DESK CALENDAR

BUT EVERYONE AGREES THAT THE

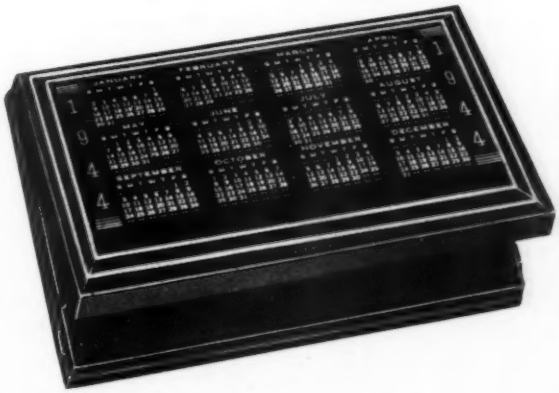
Calendar Rubber Stamp Pad

is the newest, most practical, calendar for use in every office.

IT'S REVOLUTIONARY

SAVES TIME

LONG LIVED



MORE CONVENIENT

ALL METAL CASE

GOOD IMPRESSIONS!

The date is right where you want it when you use your Justrite dater or other marking device.

FOR SALE BY LEADING OFFICE SUPPLY DEALERS

MFD. BY LOUIS MELIND CO., CHICAGO

FREE! PIN-UP PICTURE: In case you still like "pin-ups," we'll send you a print of the little Justrite girl shown above if you will send us your receipt showing the purchase of Calendar Pads.

"Bandits at one o'clock . . ."

JOHN SMITH, Lieutenant, U.S.A.A.F., adjusted his throttles, nervously fingered the stabilizer trimmers, peered through the shattered windshield of a fluttering Flying Fortress, and thought grim thoughts on the way home from Berlin.

"Two motors shot out, five of the crew wounded, half the tail gone ... and *I've* got to bring Baby home, huh? Nuts! Suppose we bail out right here—they say the Germans aren't *too* bad on prisoners—at least we'll still be alive—wonder what Mom is doing now . . ."

"Navigator to pilot . . . near the coast now, watch for enemy fighters . . . let's get home!"

"Pilot to navigator . . . don't you like it here?"

The intercom buzzed off. Cold sweat popped unnoticed on John Smith's forehead. Fighters! One Focke-Wulf would be enough—all ammunition spent, two motors gone . . .

Thoughts again. "We *can't* go down now—this is the year that's going to turn the trick, the one that *counts*—pitch in now and we'll all get home sooner—*come on, baby, take us home!*" The intercom crackled. "Bandits at one o'clock, Focke-Wulfs—*lots* of them!"

The communique merely said, "One of our bombers failed to return."

Over there, they *know* this is the year of climax—*they* won't fail us—will *you* fail *them?* Your job is simple—work to win the war, buy War Bonds regularly—and buy *more* War Bonds, at least *one extra* $100 Bond *now*. You'll get your money back, with interest. But right now you've got to *lend* it $200, $300, $500, *all* you can, *for this is the climax year!* The committee where you work is counting on you to do *your* part—don't fail!

In your heart, can you tell John Smith of a sacrifice that *should* stop you from buying more Bonds?

WE BOUGHT EXTRA WAR BONDS
4TH
WAR LOAN

This sticker in your window means you have bought 4th War Loan securities.

Let's All BACK THE ATTACK!

VICTOR ADDING MACHINE CO.
3900 N. ROCKWELL ST., CHICAGO

★ This is an official U. S. Treasury advertisement—prepared under auspices of Treasury Department and War Advertising Council. ★

GF Wood Files . . .

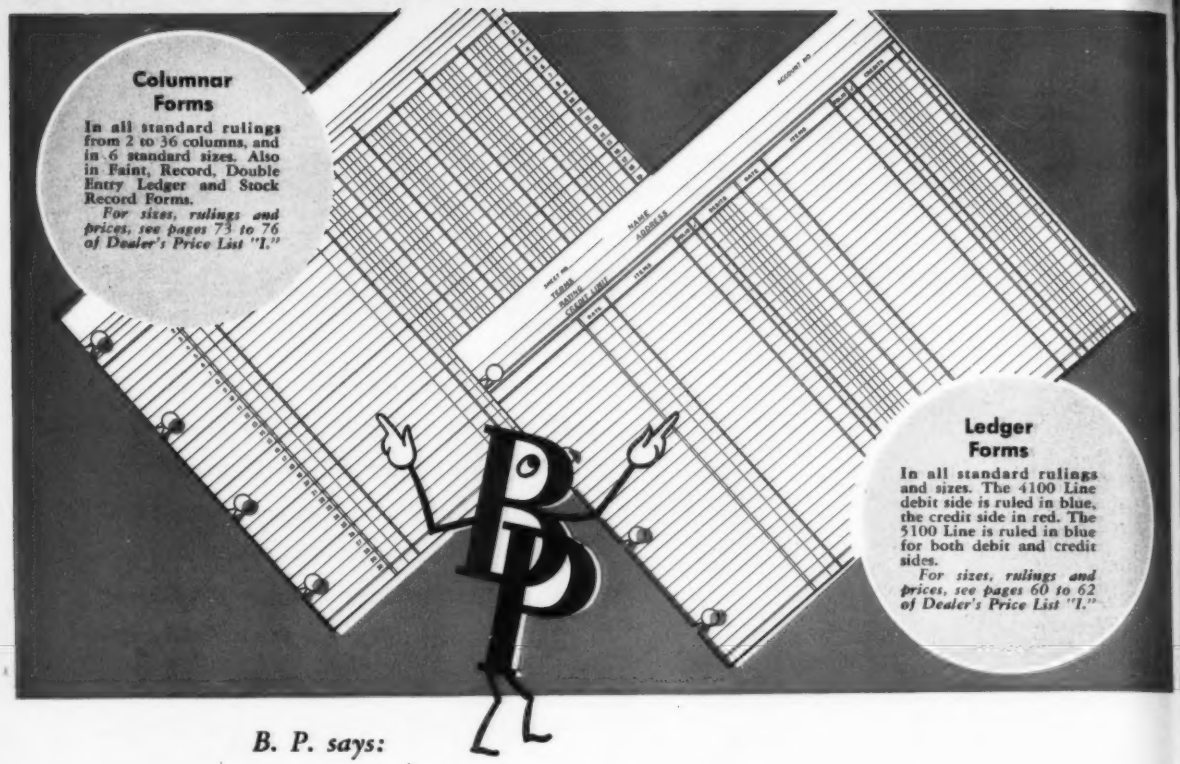
Standard Equipment of Business

Available while the war carries on . . . available to meet the office filing and finding problems of both today and tomorrow, GF Wood Files are the standard equipment of business. Matched in appearance and intermembering with prewar metal, the new files are functionally designed for efficient operation.

GF Wood Files speed the flow of records vital to victory . . . are geared to executive demand for instant action.

In all our broad program of office procedures for war and for postwar, GF remembers its obligations and its responsibilities to the office . . . and renews its pledge of service. Our dealers and our customers, our craftsmen and our engineers, our office personnel and our executives are united in the tremendous task of winning the war. We shall serve together in postwar office modernization.

GENERAL FIREPROOFING COMPANY... *Youngstown 1, Ohio*



B. P. says:

"These sheets satisfy every requirement of your business"

The aim of Boorum & Pease is to satisfy every record-keeping need of your business, by giving you merchandise that will do the job, the way you want it done.

Boorum & Pease Loose Leaf Columnar and Ledger Forums are made of high grade 28 lb. Manhattan ledger paper containing 25% new white rag content, these forms are extra strong and durable with a better writing and erasing surface.

For the most exacting requirements, we recommend our first grade sheet made of Byron-Weston's new rag content paper. The sheet has a patented hinge made right in the paper during its manufacture. It is nationally advertised, and made in white and buff in all standard sizes and rulings.

* * *

For over 100 years, Boorum & Pease has anticipated the record-keeping requirements of America's business. You can always rely on Boorum & Pease to help you keep a step ahead of your business needs.

FOR EVERY RECORD

B&P Boorum & Pease

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NEW YORK CITY SALESROOM: 349 BROADWAY, N. Y.

OFFICE EQUIPMENT Digest

Edited for PURCHASING AGENTS, CONTROLLERS & OFFICE MANAGERS

FEBRUARY, 1944

Volume 5 No. 2

EDITORIAL OFFICES: 260 Fifth Avenue, New York City, (Tel. LExington 2-1121); Thomas Murphy, Editor; Lucy MacKenzie, Associate Editor; M. T. Weeks, Circulation Manager; James V. Quirk, Production Manager; Joseph Hochfeld, Art Director. ADVERTISING: Hugh Ward, Manager; Fred Steinhilber, Wm. H. Hasbrouck, Jr., Raymond Korman.

BOSTON 10: 212 Summer St., Room 600 (Hancock 5390), A. C. Kretschmar.

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LOS ANGELES 14: 857 S. San Pedro (Trinity 2324), Josephine L. Fisher.

SAN FRANCISCO 16: 267 Teresita Blvd. (Elkridge 2897), Alexander Rattray.

ST. LOUIS 1: 915 Olive Street (Chestnut 1965), James R. Wright.

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M. A. Geyer, President; James E. Neary, First Vice-President; Donald McAllister, Second Vice-President; T. V. Murphy, Editor, and Hugh Ward, Advertising Manager.

Time to Get Together

★ THESE are days when many a fondly cherished policy and procedure in the field of office equipment and office management is being revised or abandoned because it does not meet the special conditions of a war-time period. The executives on whom the efficient operation of the office depends must not only adjust themselves to a difficult present but at the same time get their plans in order for a difficult future, since there is no assurance that the world of tomorrow will bear much resembance to the peaceful past.

Experience is the only safe guide to action, but it is not enough nowadays to depend on own one's experience. We must know what the other man is thinking, planning, doing. There's new and vital significance now in the opportunity provided for exchange of experience by such organizations as the National Office Management Association, American Management Association, Life Office Management Association, National Association of Purchasing Agents, and the Controllers Institute of America.

The 25th anniversary conference of NOMA, incidentally, will be held in New York June 4th-7th, giving to all interested in office management the big opportunity of the year for experience-swapping!

It pays to get together, when no one separately can hope to know all the answers!

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1. Check the advertisements or news items in which you are interested on the list below.
2. Write your name, firm name, and address in the space provided.
3. Tear out page, put it in envelope, paste on this convenient no-postage-required address label, and mail. WE WILL DO THE REST.

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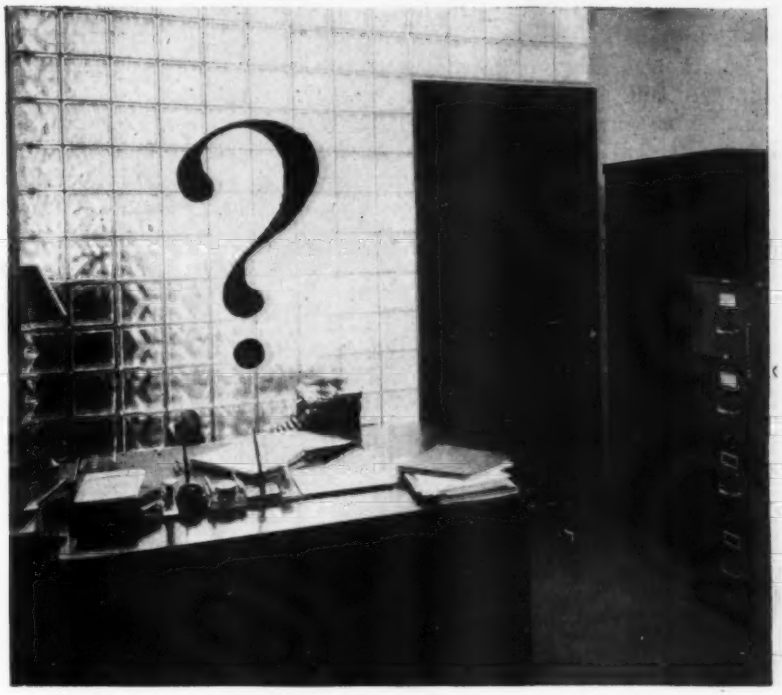
YOUR NAME ..... TITLE .....

FIRM NAME .....

ADDRESS .....

E. H. CONARROE
Director, Management Service, Policyholders Service Bureau, Metropolitan Life Insurance Co.



Photograph by courtesy of Pittsburgh Plate Glass Co.

What's Behind the Portal in the Office of Tomorrow?

An Interview with E. H. Conarroe

By Lucy MacKenzie

★ THE DAY when all the inventions developed and improved during the present war have been turned to civilian use will be the day when the business office takes on an efficiency far beyond anything it has known before. This optimistic forecast is gathered from E. H. Conarroe, director of management service of the Policyholders Service Bureau, Metropolitan Life Insurance Co., one of the nation's leading authorities on the office and its problems.

Enter the camera

The extensive use of photography in office practice is one of the more fascinating possibilities Mr. Conarroe visualizes. Many offices find, for instance, that the space taken up by filing cabinets full of seldom used records is out of proportion to their value—but the records must be preserved. Increased use of microfilming processes whereby tons of records may be turned into mere pounds of films, is envisioned by Mr. Conarroe.

The filing cabinets in the Conarroe dream office will be made of aluminum or some lightweight plastic, which can be readily lifted and moved at will.

Another use of the photographic process in the office will be the photo-transmission of records from office to office in much the same way the wirephoto process now carries photographs from one city to another. By this method exact duplicates of checks, deeds, policies, or other vital business papers could be transmitted overland with lightning speed, thus facilitating the quick transaction of business.

Other constructive ideas respecting office equipment have come to Mr. Conarroe in his contact with the office problems of the holders of Metropolitan group insurance.

Individualizing the desk

In the matter of desks this nationally-known advisor to office managers feels that manufacturers have not gone far enough into the possibility of making desks fit the individual user. Heights of desks should be made adjustable at the touch of a little finger—or at least the twist of a strong wrist, he believes. Such a change would enable every office worker to have a desk with height set correctly for maximum efficiency. Another desk of tomorrow might have a top which could be tilted

for more efficient use by the man who sits at a desk and reads all day.

The new office will have more electrical machines sitting near the tilt-top, adjustable height desk. Mr. Conarroe foresees more extensive use of the electrical typewriter, for example. And typewriters will be equipped with more varied styles of type, aiding the office to produce material now set in print shops.

Lessons from the factory

The lessons learned by bigger industrial companies in installing efficient, comfortable factory workrooms for war production, will be transferred to the peace-time office, Mr. Conarroe feels. Air conditioning will be almost universally adopted and fluorescent lighting will come into wide use. With fluorescent units, management can have better office lightning than ever before at a smaller cost than has been possible in the past.

Perhaps the conveyor belt will be transferred from the airplane factory assembly line to the office. Horizontal belts will carry work from one clerk to another until the finished product is complete, in much the same way that assembly lines now produce Flying Fortresses. The Metropolitan Life Insurance Co. already has installed vertical conveyor belts which carry messages and material from floor to floor in its offices with much greater speed than is possible with messengers going by elevator. Such belts are less expensive than pneumatic tubes, and are quick enough for messenger service.

From the services

Not only can office managers take lessons from an airplane factory, they can learn from the army and navy, according to Mr. Conarroe. The armed services have devised psychological tests and training programs which have fitted people for specific jobs in far less time than was possible previously. People with the ability to give such tests for determining the aptitudes of job applicants will be in demand in the office of the future. Greater effort will be made to discover those people in an organization with ability to accept responsibility, and facilities will be devised for the training of such people. The government-sponsored programs of training within industry have given private enterprises the idea of what can be done in a short time when scientific analysis is given to the problem of training personnel. The efficiency of such programs will be remembered when peace comes again.

Far-sighted purchasing agents, office managers, and other office executives now are correlating the many lessons they have been forced to learn by the exigencies of war—and hoping that the manufacturers will be prepared to furnish them with the tools needed to carry out their plans and their dreams!

Office managers can not only take lessons from the airplane factory—they can also learn from the Army and Navy. Civilian-trained WACs take over many an important job in offices which are better equipped than those of any other Government.

U. S. Army Photo

STORE 442 MIGHTY IMPORTANT AT BOEING

[Reprinted by permission from "Stationery Engineers," by Laurie Matterson, in *The Boeing News*, published by Boeing Aircraft Co., Seattle, Wash.]

★ THE people who lean on the tall counter behind Door 20 at Plant 2, waiting for their orders of stationery, have to stand almost on tiptoe to see our friend, Heber, over the top. But it doesn't make much difference about his size, because he hustles around fast enough to be two of him, anyway.

He's "Our Friend Heber" to the girls who have charge of ordering office supplies for their departments. Most of the girls have never seen Heber Gwilym. He is just the good-natured voice on Extension 246, a miraculously prompt stationery angel. If you're somebody's secretary, you call 246 pretty often.

"Hello, Heber," you say morosely, "I've done it again."

"What have you done, sweetheart?"

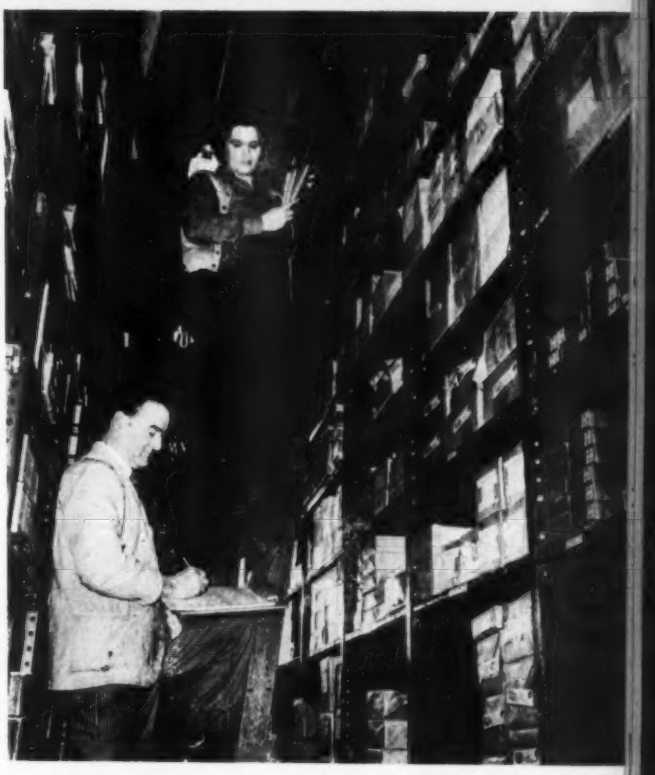
"I've just run out of 3-by-5 index cards, and if I can't get some more before noon, this job won't go out in time. Heee-ber, could you possibly . . ."

"You bet I can, sweetheart! Tony can pick up the VODG when he brings 'em over."

Heber is chief clerk in the Boeing stationery department, He could tell you, if he ever had thought about it that way, about the Flying Fortresses built, not from aluminum and rivets and intricate machinery, but from scratch pads, letterheads, paper clips, envelopes, carbon paper and Scotch tape. In fact, Heber and his three "kids" are probably among the few people at Boeing who really know the meaning of paper work. Their day runs by the ream, by the gross, by the thousand pounds.

The stationery department around him grew up and down, rather than from side to side. Towering shelves are stacked with packages of paper and boxes of office supplies. The Seattle department fills orders to take care of supply closets, not only for its own plant offices, but also for the Flying Fortress school and the branch plants at Aberdeen, Everett, Bellingham and Tacoma until they have their own stationery stores.

Three million VODG pads, a million 3x5 index cards, a hundred thousand file folders and over a million transportation tags find their way into the department each year. Stenographers transcribe notes from 50 gross of shorthand pads a year; typewriters beat out words across 30 gross of ribbons; inter-plant mail gets carried in 50,000 inter-plant envelopes. Between seven and eight thousand reams of ditto paper slide through Boeing duplicating machines a year. Two hundred thousand red-white-and-blue airmail envelopes carry Boeing's rush letters.



Heber Gwilym, chief clerk in Boeing stationery department, picking up a order with Hazel Steiner, one of his three assistants.

You expect to find paper and pencils and ink in a stationery department. But the remarkable shelves and bins of this part of Store 442 hold also a wonderful assortment of such things as crayon holders, pencil sharpener cutters, sealing wax, court plaster (not for beauty patches, though), cloth mailing bags (over a million of these are ordered a year) for rivets and screws, and white waterproof ink.

It is Our Friend Heber who watches the stacks on the shelves and bins to see that they are replaced in time.

There's probably only one thing that makes him ill-tempered on the job, and that is ill-temperedness.

"It doesn't get you anywhere," says Heber. "You just make yourself and other people unhappy. My kids here, Hazel and Anna and Tony, make me work fast to keep up with them. There's no boss here. We all work together."

ITEMS OF INTEREST

WAR BOND JACKETS used by many firms for the payroll deduction plan are available from the Northern States Envelope Co., St. Paul 1, Minn. Many designs are available with a choice of open end, open side, open side with flap either with or without a glassine window. Samples and prices may be had from the manufacturer.

TWO NEW MAPS are just off the press of Rand McNally & Co., 536 South Clark St., Chicago 5. The Furlough map of the United States (size, folded 5½ x 6⅞ inches; open 21½ x 13⅝ inches) and the Master war map of the world (size, folded, 13 x 10½ inches, open 42 x 26 inches) are available from 536 South Clark St., Chicago 5; 111 Eighth Ave., New York 11; or 559 Mission St., San Francisco 5. Both maps are printed in four colors, on heavy paper and folded to convenient size for easy handling. The Furlough map retails at 10 cents and the Master War map for 50 cents.

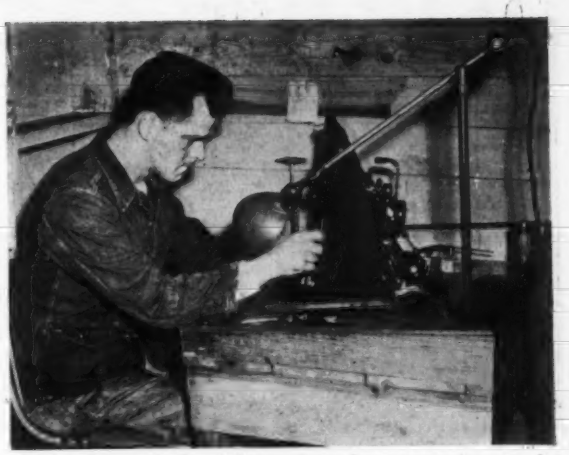
SPERO URC-448 is the new commercial fluorescent unit of the Spero Electric Corp., 18222 Lanken Ave., Cleveland, Ohio. Built according to specifications of the Utilities Research Commission, the fixture is made for four 40-watt lamps, with translucent diffusing glass panels at side and bottom to shield the light source. The unit shows 16 foot candles per watt per square foot under tests. An outstanding advantage is its quick and simple installation which lends itself to several types of mounting. Bulletin No. FL-5, describing the unit, may be obtained from the manufacturers.

ANNIVERSARY REMINDER and telephone index is the product of Acme Visible Records, Inc., 122 South Michigan Ave., Chicago. This unit contains fifteen 5 inch x 3 inch record pockets with protected celluloid visible margins. The fronts of thirteen of these pockets contain A to Z visible index cards with columns for listing names, addresses and telephone numbers. In the back of the first twelve pockets are cards indexed January to December for recording birthdays, anniversaries and remembrance occasions. At present this item is available in red imitation leather.

This shows the type of printing that can be done on any office multigraph with Multi-Bar, the CAST linotype slug. Lines are each in one piece so that the handling of small individual letters of type is avoided. Bars are easily saved for re-runs in the box in which received. Type is new and sharp, being cast to order from your copy. **Bold face may be used to emphasize words or sentences or for headings.**

PRINTING BY MULTIGRAPH now can look as if it came right out of a regular print shop. The type is cast in bars with each line in one unit. Clean-cut bars are supplied for the copy in typewriter type or "print-shop" type faces and sizes and the multigraph job is done by regular office help. The type may be kept on hand in special boxes for repeat usage or may be returned for metal credit. Type of this kind is available for shipment anywhere from Service Typesetting Co., 108 West Lake St., Chicago.

Typewriter repair in the Army is a Quartermaster function. Corporal Albert V. McAllan, of Worcester, Mass., is shown above straightening key-levers—an example of second echelon repair —in the Typewriter Repair Shop at Camp Lee, Va.



Private Raymond C. Holliday, formerly a typewriter repair mechanic in Cincinnati, is shown assembling a typewriter following fourth echelon repair at the Quartermaster Typewriter Repair Shop, Camp Lee, Va.

ARMY TYPEWRITERS GET GOOD CARE

By

Technical Sergeant William E. Jones

and

Corporal R. H. Andrews

Typing Instructors, Quartermaster Replacement Training Center, Camp Lee, Va.

★ Typewriters, in their own undramatic way, are indispensable war tools, and are as essential to the efficient functioning of a complex military organization as they are to a business house. To get the typewriters needed by the fighting forces, the Treasury procurement campaign was inaugurated, as typewriter dealers know. In addition, all surplus typewriters in the civil agencies of the Government are being transferred to war uses.

These facts indicate the importance of keeping in good operating condition every typewriter used in the Administration and Depot Supply schools of the Quartermaster Replacement Training Center, Camp Lee, Va., for the training of stenographers, typists, and clerk-typists.

The trainees entering the typing schools are acquainted at the beginning of the course with the echelon system of maintenance and repair of typewriters, and office appliances, set in motion by Section VI, Circular 122, War Department, 1943.

The first echelon, performed by the operator, calls for cleaning, brushing off of erasings, periodic oiling of carriage rails, cleaning of platen, and ribbon replacement. This should be taught in all typing schools.

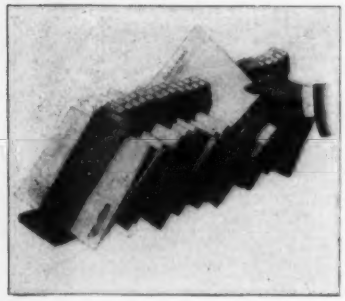
The second echelon requires the services of a qualified mechanic at the place of operation. This service is for the correction of adjustments, and the replacing of minor parts. When more than second echelon work is called for, the machine will be shipped to a Quartermaster Repair Shop.

The third echelon work is done by a qualified mechanic in the Quartermaster Repair Depot. In this echelon, the equipment receives a thorough cleaning, major repairs, and a general overhauling.

The fourth echelon demands the skill of a qualified mechanic in a Quartermaster Repair Depot. The machines are rebuilt and refinished, rust is removed, broken castings repaired, major assemblies replaced, and usable parts reclaimed.

General view of the Quartermaster Typewriter Repair Shop at Camp Lee, Va. Second, third, and fourth echelon repairs are accomplished at this shop for several nearby Army installations, as well as repairs for Camp Lee itself.

FOR THE OFFICE



ABOVE, LEFT:

NO CRITICAL MATERIAL has been used in the manufacture of the new sorter developed by the Victor Safe & Equipment Co., Inc., North Tonawanda, N. Y. This sorter is made of wood, finished in olive green, with wood rods and plastic knobs. The dividers are red fibre and the angle tabs clear celluloid with changeable twenty-five division A-Z inserts, printed in black. The sorter comes in two sizes, check and letter, and any division may be expanded to accommodate an extra load. Folder No. 712 from the manufacturer describes the sorter in detail.

BELOW, LEFT:

OVERTIME as well as straight time payroll calculations, can be figured quickly on the new and improved model payroll calculator now being manufactured by the Berger-Brickner Co., 433 South Spring St., Los Angeles 13. Forty-hours plus overtime are calculated in one operation or can be figured separately if so desired. Hourly rates from 40 cents to $1.74 with a half-cent spread between rates are figured and time period up to eighty hours with division of tenths and quarters of an hour. The computer is made of tempered masonite and lacquered wood and sells for $7.50.

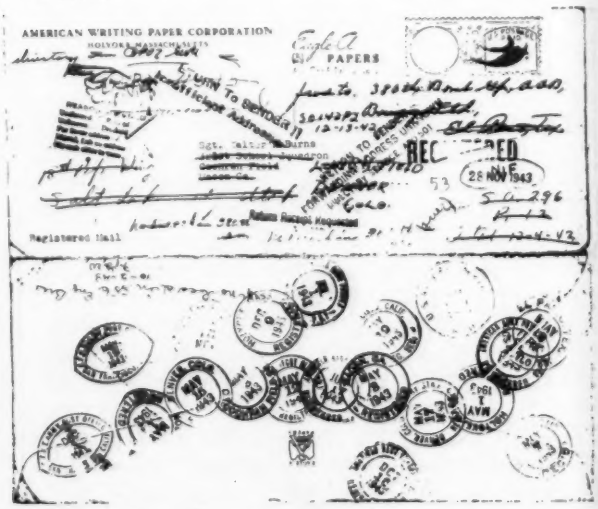
UPHOLSTERED armchair is the new product of the Wells Office Furniture Co., 410 S. Wells St., Chicago, Ill. The seat and back are of leatherette with nailhead trim. The colors are tan, red, brown, and blue on selected hardwood with walnut finish. Shipping weight is 22 pounds ready for immediate delivery at a $20 list price.

ABOVE, RIGHT:

VICTORY MODEL RITE-LINE COPYHOLDER now is being produced by Rite-Line Sales Co., Inc., 101 Park Ave., New York. Rock maple has been chosen to be used in place of the pre-war metal. This unit is small and self-contained. It functions at the touch of a finger and, although compact, is heavy enough to hold copy. The manufacturers have found that offices now have particular use for the copyholder in the copying of material and long rows of figures which becomes necessary in war time.

BELOW:

WORLD TRAVELERS are the men now in the service of the country. This photograph of the front and back of a registered envelope addressed to a soldier gives some idea of the way service men move. The envelope contains a monthly check sent to all Eagle-A men in service and was mailed by the American Writing Paper Corp., Holyoke, Mass., on May 1st, 1943. After its initial trip to Macon, Ga., the letter travelled for eight months and came back to Holyoke on December 9th. In its 10,000 miles the letter came back little the worse for wear. It was still without tear or break. The manufacturers feel that this is a tribute to the all-rag Eagle-A coupon bond as well as the persistence of the postal authorities.



BELOW:

PACKAGING IN SEVEN COLORS has been designed for the new line of Tiffany, Sky-Tint, and Certified colored pencils of the National Pencil Co., Shelbyville, Tenn. The 1/4-gross packages contain pencils with white and red dipped ends. These pencils are now ready for delivery.

TRAVEL REQUISITION - SALMON

STOCK FORMS - PURCHASED ON THE OUTSIDE

A-1213 | MANFACTURING EXPENSE LEDGER | WHITE

DESCRIPTION: 11" wide x 17" high - 20# white sulphite bond
black ink - Punch left side with two 3/8" diameter
slotted holes 12" center to center
(See sample attached - You have negative of this form)

DATE	MINIMUM	
6 23 40	50	CHARGE DEPT. Tabulating
6 28 40	100	SEND REQUEST TO W. Anderson
		CHARGE DEPT. Tabulating
		CHARGE ACCT. NO. STA-16514
		SHIP TO
		PLANT NO. 1 DEPT. NO. 2
		DELIVER TO
		DEPT. X
		STORES Stationery

RELATED FORMS | UNIT M.

KEY	VENDOR	ADDRESS	CITY	STATE	TERMS	F.O.B.
1	Evansville Printing Co.	816 Walnut St.	Evansville	Ind.	Net 10th prox	Delivered
2	Indiana Printing Co.	111 S Meridian St.	Indianapolis	Ind.	2% 10th prox	Indpls
3	Central Printing Co.	1024 W Madison St.	Chicago	Ill.	Net 10th prox	Delivered
4						
5						
6						
7						
8						

INVENTORY & REQUISITION: DATE M	D	Y	QUANT. ON BACK ORDER	QUANTITY ON HAND: IN STOCK	IN DEPT.	AVERAGE MONTHLY USAGE	NO. MO. SUPPLY O.K.	ORDER: DATE M	D	QUANTITY	APPROVALS: DEPT. MANAGER	OFFICE MANAGER	PURCHASE: PURCHASE ORDER NUMBER	DATE M	D	VEN. NO.	NET UNIT PRICE	HOW SHIP	DATE WANTED	FINAL RECEIPTS: DATE M	D	QUANTITY
6	23	40		—				6	23	500	WA	JAH	7743	6	25	1	16.25 net	Truck	7	5	7	500
2	4	41			50		50	2	10	500	✓	JAH	14252	2	12	1	16.25 net	"	3	1	3	475
8	15	41			50		50	8	20	1 —	✓	JAH	18217	8	21	2	11.00	"	9	10	9	7 1 —
6	22	42			50		100	7	1	1 —	✓	JAH	21453	7	3	2	11.00	"	7	20	7	20 1 —
2	10	43		50	100		100	2	14	1 —	✓	JAH	27192	2	15	2	12.50	"	3	10	3	15 1 100
9	16	43			125		150	9	21	1 500	✓	JAH	35454	9	25	3	8.90	"	10	15	10	15 1 500

TRAVEL REQUISITION - PURCHASED STOCK FORMS

Figure 1

Standardization of Record Forms

3. Inventory Control of Record Forms

By I. A. Herrmann

Office Manager, Servel, Inc.

Evansville, Indiana

Last of three articles on Standardization of Office Forms, being the text of the address on this subject by Mr. Herrmann at the recent Conference on Office Management of the American Office Management Association.

★ INVENTORY CONTROL of record forms is as important as the control of items for production. Forms must be available when needed and the quantities on hand cannot be excessive because changing conditions require revisions and cause obsolescence.

Our problem is to control 1500 stock forms. We tried various inventory plans but did not get the required control until we initiated our Travel Requisition Plan. A different design and color form is used for controlling:

A—Forms reproduced in our print shop. (Buff)
B—Forms purchased on the outside. (Salmon)
C—Office Supplies purchased. (Blue)

A—Forms Reproduced in our Print Shop

Printing specifications for forms produced in our print shop are written on a form illustrated as Fig. 2 herewith. This includes (a) Process, (b) Stock, (c) Size, (d) Page Plan, (e) Color, and (f) Miscellaneous operations. The reverse side of this form, Fig. 3, is the Print Shop Order, which serves as a report of (1) Inventory, (2) Requisition, (3) Order, and (4) Final Receipts.

B—Forms Purchased on the Outside

Printing specifications for forms purchased on the outside, Fig. 1, are typed in the upper portion under "Description." This serves as the means for copying specifications for the purchase order. The center section is a list of potential vendors. The bottom portion and the reverse side (not illustrated) serve as a report of (1) Inventory, (2) Requisition, (3) Order, (4) Purchase, and (5) Final Receipts.

If deliveries are made in partial shipments, an auxilliary form (size 3x5) is used to record date, receipts, and balance. This form is folded and hung over the top of the Travel Card and is held in place by a paper clip. When the order is completed, this temporary record is removed and the total receipts are posted to the Travel Card.

A blue Travel Requisition, similar to the above, is used to control the inventory and purchase of office supplies, envelopes, raw paper stock, and miscellaneous supplies.

C—Office Supplies Purchased

A blue Travel Requisition similar to the form used for outside purchase of stock forms, is used to control the inventory and purchase of office supplies, envelopes, raw

TRAVEL REQUISITION - BUFF

STOCK FORMS - PRINTED IN SERVEL PRINT SHOP

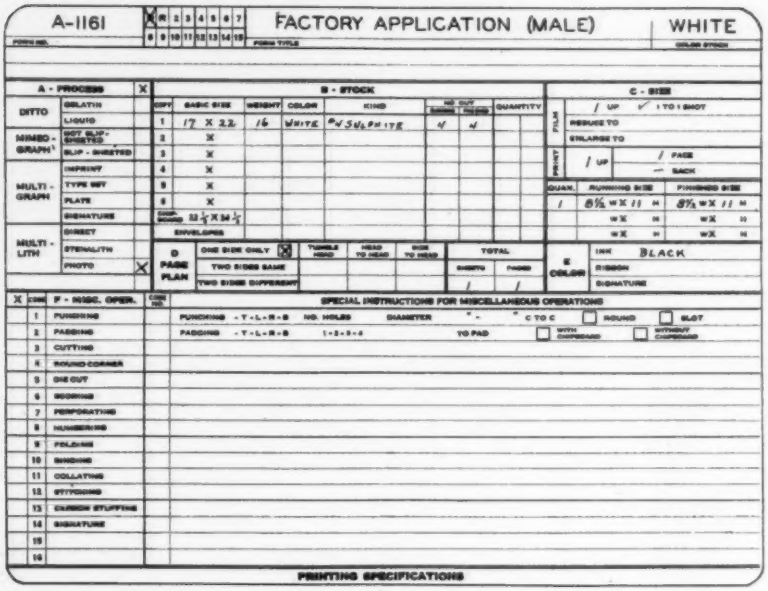


Figure 2

paper stock and miscellaneous supplies. (Not illustrated)

Inventory and Order Procedure of the Travel Requisition Plan

When a new form is originated, a form number is assigned and the details, which include (1) Title of form, (2) Date originated, and (3) Originating department, are registered in the numerical register.

The Travel Card is prepared, and the minimum inventory is established upon anticipated monthly usage. This minimum is changed when the record of average monthly usage increases or decreases on recorders. The minimum supply of forms is wrapped in red paper and is placed at the bottom of the stack. Travel Cards are filed in numerical order in the Stationary Stores, and when disbursements reach the minimum (red package) the Travel Requisition is pulled from the file, the date and inventory are recorded, and the card, with two samples of the form attached, is sent to the office manager as the requisition for reprint.

A Request for Authority to Reprint, Fig. 4, is prepared and sent, with a sample form attached, to the supervisor of the originating department. This form serves three purposes: (1) It is a request for reprint, giving inventory statistics; (2) it is used as a reply from the supervisor, giving anticipated usage and authority for revision; and

(*Turn to page* 30)

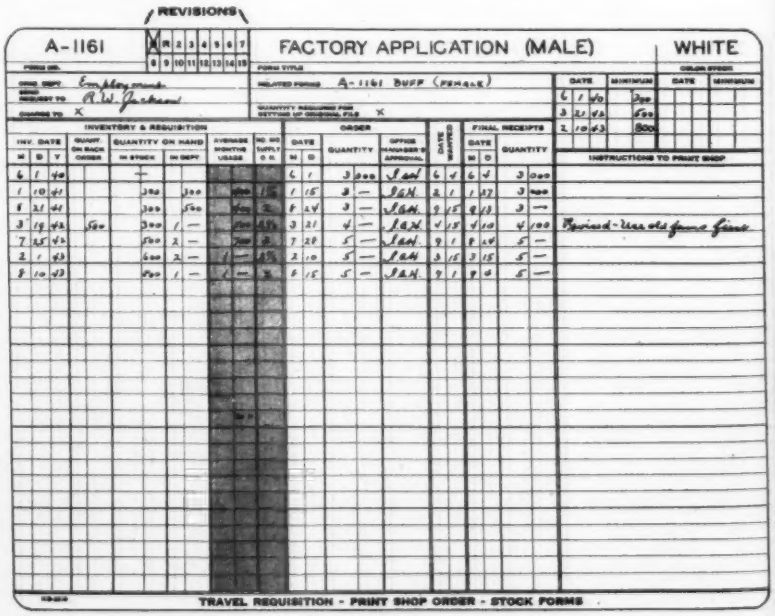


Figure 3
This is reverse of form shown above.

THE CAMERA REPORTS

RIGHT:

The one millionth carbine barrel produced at the Underwood Elliott Fisher Co. since its conversion from typewriter production in 1942 is presented here to Brig. Gen. G. H. Drewry, district chief commanding the Springfield Ordnance District. The presentation was made by Philip G. Wagoner, president and general manager of the company, at a meeting of the board of directors in Hartford, Conn. The carbine has seen service on almost every one of the fighting fronts.

BERT CHOLET

HIGGINS ART BOOKS are available to the public. These books have been developed during the last five years under the direction of Bert Cholet, head of the Educational and Sales Promotion Department of Higgins Ink Co., Inc., 271 Ninth St., Brooklyn, N. Y. "Drafting Standards," one of the books developed by Mr. Cholet now is out of print because of the great demand for the book during the eighteen months immediately preceding America's entrance into the war. More than 20,000 books were distributed. The four remaining books produced are now offered for dealers' distribution in a counter cabinet. Title of the books, which retail at 50 cents and $1 per copy, are "Arts & Crafts Projects," "Cartooning," "Script & Manuscript Lettering," and "Techniques." "Drafing Standards," in revision to meet changed drafting standards, will be re-issued at the first opportunity.

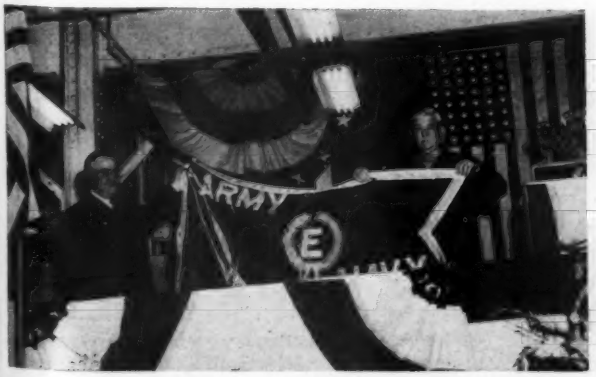
BELOW:

FEBRUARY MARKS the 25th anniversary of the founding of the Quality Park Envelope Co., St. Paul, Minn. In 1919, with the World War I armistice only months old, the Northwestern Paper Goods Co. was founded to supply a growing demand for consumer goods. C. H. McGill was elected president in that year and held the office until 1941. In 1926 the present name was chosen for the company and the modern building shown in the picture built. T. M. McGill was named president in 1942 and other officers are A. F. Sturm, secretary and treasurer; L. H. Wasley, vice-president and manager, and Harry Balch, manager of Chicago office. Today the government is the largest buyer of envelopes in the world and Quality Park is taking an active part in supplying the need. The company supplies dealers in almost every state with a complete line of official and commercial envelopes.

C. H. McGILL

BELOW:

ARMY-NAVY "E" AWARD was presented to the General Fireproofing Co., Youngstown, Ohio, at a ceremony January 3rd. The picture shows George C. Brainard, president of the company, with Lt. Gen. William S. Knudsen, who made the presentation. Capt. I. J. Van Kammen, USNR, made the presentation of "E" pins to the employees. William S. Miller, advertising manager, served as master of ceremonies for the program, which was broadcast by a Youngstown radio station. A reception for 200 guests followed at the Youngstown country club.



Standardization of Record Forms

(*From page* 28)

(3) it serves as a notice to the Stationary Stores, informing them that the order has been placed for a definite quantity to be delivered on a specific date.

After this report has been returned from the department supervisor, the Travel Card is pulled from the open file, and the order portion and date wanted are recorded. If the form is to be printed by us, the buff Travel Card is sent to the print shop. If the form is to be purchased on the outside, the salmon Travel Card is sent to the purchasing department. The Travel Cards are returned to the Stationary Stores and are used repeatedly on future recorders.

In addition to having a good inventory control, the Travel Requisition Plan saves considerable time by eliminating the necessity of rewriting printing order or individual requisitions. It also gives a running history of the form which is valuable for establishing minimums and for determining the reorder quantity.

REQUEST FOR AUTHORITY TO REPRINT

THIS FORM IS UP FOR REPRINT S-1013-R3

TO John O. Wilson

FORM NO. A - 2317 - R INVENTORY DATE 9/15 1943

DESCRIPTION Deposit Slip

REMARKS

Can this form be made use to 5½ x 5½

FOR YOUR INFORMATION		
LAST ORDER	DATE	QUANTITY
	2 10 43	1500
TODAYS INVENTORY		100
DELIVERED TODAY		150
AVE. MONTHLY USAGE		200
ESTIMATED TO LAST	1¼ MONTHS	

YOUR REPLY MAKE REVISIONS ON ATTACHED COPY - RETURN TO I. A. HERRMANN

PLEASE REPORT →	OUR DEPARTMENT INVENTORY IS	ANTICIPATED MONTHLY USAGE WILL BE	SUGGESTED QUANTITY TO BE REPRINTED	☐ OK AS IS	☐ OBSOLETE
	150	250	2000		

REVISE AS FOLLOWS Reduce to 5½ x 5½ - See revised copy attached

DATE RETURNED 9/18 1943 APPROVED BY John Wilson

ORDERED BY OFFICE MANAGER DATE 9/20/43 QUANT. 2000 DATE REQ'D. 10/5/43

INSTRUCTIONS TO STATIONERY STORES

Revised R-2 Scrap balance of old form

DELIVER 200 TO J. O. Wilson DEPT. Cashier

Figure 4

SEVERAL IMPORTANT REVISIONS MADE IN MPR 162

★ In response to recommendations of the Typewriter Dealers Industry Advisory Committee and of the National Office Machine Dealers Association, OPA has issued, effective January 17th, Amendment 1 to Revised Maximum Price Regulation 162—Ceiling Prices for the Sale and Rental of Used Typewriters.

The following summary of the changes made by the amendment has been prepared for NOMDA by its Washington representative, Clarence E. Bush, and is reprinted herewith with full credit to Mr. Bush and the association.

1. **Definition of rentals.** "Commercial rental" means a rental to a company, governmental agency, institution, or group, whether or not organized for profit, or a rental during which the typewriter will be used in a store or an office (including an office in a dwelling), or a rental during which the typewriter will be carried from place to place for business or professional use. "Non-commercial" rentals are all other rentals.

2. **A "rental with maintenance service"** is the rental which includes the supply without additional charge for service and maintenance when needed during the rental period. The supplier has been freed of the obligation to repair rented machines at the place where they are used.

3. **Applicability of 1 month rate.** The 1 month rate applies whenever the customer offers to contract for a rental period of more than 15 days and less than 1 month. The 1 month rate, prorated for a rental period, applies when the customer offers to contract for a rental period of more than 1 month and less than 3 months.

4. **Deposit for security.** It is not a violation of this regulation to make the payment of cash in advance, or a deposit for security, a condition of the renting of a typewriter, providing the sum paid in advance is not greater than the dealer-to-dealer ceiling price of the machine. That is, the deposit plus the rental fee together shall not exceed 80% of the ceiling list prices.

5. **Rental package charge.** If a customer requests delivery and pick-up of a rented used typewriter, the supplier may add a reasonable charge for such service, including packing for shipment if necessary, from and to his nearest place of business, provided this charge is billed as a separate item.

6. **Charge for special keyboard rentals.** If, in connection with the rental of a used type-

(*Turn to page* 34)

MAKE EMPLOYES' PENS WRITE BETTER... BUY THEM *Skrip* INSTEAD OF INK IN THE FAMOUS *Top Well Bottle*

1 ***CONVENIENT!*** Skrip where you and your pen want it! At the top of the bottle! You'd pay a quarter for this convenience alone, if you didn't get it free with Skrip.

2 ***CLEAN!*** Your fingers and your pen stay clean. Top well eliminates danger of soilage because only the feed part of your pen need enter the bottle! (See A) In ordinary bottles, pen gets dirty, and consequently fingers, from ink around neck. (See B)

3 ***ECONOMY!*** Even *the last few drops* of Skrip go in the top well where your pen can get at it! (See Y) Ordinary bottles waste up to 25% of the contents since gold point must be completely immersed in order to fill. (See X)

4 ***SAFETY!*** Skrip bottles have perfect balance. They rest firmly on desk or table tops!

5 ***EXTRA FEATURE!*** The Magic Circle Cap absorbs excess fluid on top rim of bottle! Therefore threads stay clean, and cap is always easy to remove

THIS IS THE EXACT AMOUNT OF FLUID AS SHOWN IN THE SKRIP TOP WELL. (SEE Y)

YOUR men and women employes will thank you for supplying their desks with Sheaffer's SKRIP, the world's largest selling writing fluid! Only SKRIP comes in the bottle with the special TOP WELL! All other writing fluid containers are bottom well bottles.

When you buy SKRIP you get double value at no extra cost—First, the finest writing fluid known to science . . . easier on metal and rubber pen parts. Second, the handy, economical TOP WELL bottle . . . handy, clean to use, instant access to the very last drop of clear-writing, quick-drying SKRIP!

SKRIP makes all pens write better, last longer, require less servicing. And the metal-saving, money-saving 4-ounce desk size contains twice as much for only a dime more!

SHEAFFER'S

W. A. SHEAFFER PEN COMPANY • FORT MADISON, IOWA

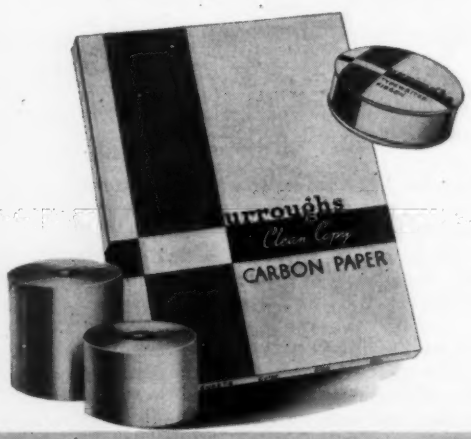
BUY QUALITY
RIBBONS · ROLL PAPER
CARBON PAPER

SAVE 10% TO 40% THROUGH
BURROUGHS DISCOUNT
PURCHASE PLANS

Burroughs' intimate knowledge of business machines in action established the exacting specifications of quality which have always been characteristic of Burroughs supplies for business machines of all types and makes.

These supplies are available to you under Burroughs Discount Purchase Plans at savings of 10% to 40%. You enjoy the best in these fine supplies (and, incidentally, save storage space) because Burroughs delivers them *fresh* to you as you need them.

For full details on Burroughs Discount Purchase Plans, telephone your local Burroughs office or write Burroughs Adding Machine Co., Detroit 32, Mich.



Burroughs
SUPPLIES FOR BUSINESS MACHINES
BURROUGHS ADDING MACHINE COMPANY

SUPERVISORS TAKE ASSOCIATE MEMBERS

Miss Ruth E. Delker, president, has announced that membership in the Transcription Supervisors Association of New York has now been officially opened to associate members. An amendment to the constitution and by-laws has been passed permitting admittance of associate members up to 50 per cent of the total regular membership. The associate membership is open to business or professional women whose interests are comparable with those of the association's regular members and whose applications are passed upon by the executive committee.

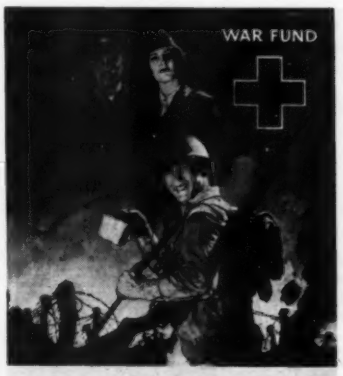
The regular dinner meeting of the association was held at the Hotel Sheraton, New York, February 14th. Miss Margaret Schaefer (Dwight, Harris, Koegel & Caskey) was chairman of a round table discussion on the topic, "Discipline in the Wartime Office." The problems resulting from relaxation of discipline due to wartime conditions were discussed in detail. Miss Schaefer was assisted by Miss Margaret Dougherty (Ebasco Services) and Miss Madeline Gorman (Calco Chemical Div., American Cyanamid Co.).

A special feature of the February meeting was the showing of films made by the Navy Department, which were presented through the courtesy of the Dictaphone Corp.

President Ruth E. Delker, who is head of the transcribing department at Manufacturers Trust Co., New York, presided during the meeting.

NEW OFFICE FOR AVERY ADHESIVES

Announcement of a new office has been made by Avery Adhesives, Inc., Los Angeles, manufacturers of Kum Kleen price tickets, airmail stickers, and other adhesives which adhere without the use of water and may be removed without leaving a trace. The new office has been opened at 307 Boulevard Bldg., Detroit 2, with Sidney Bailey in charge.



Your RED CROSS is at his side

SELF-MEASURING

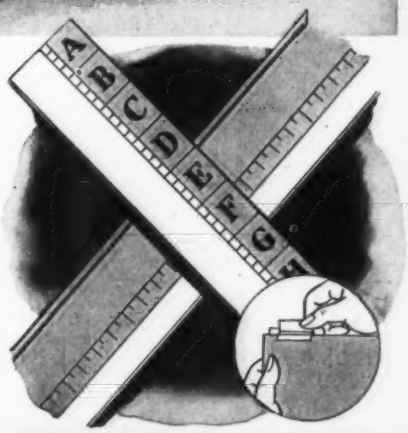
Exclusive with

U-MAK-A INDEX TABS

CUT TO ANY SIZE DESIRED!

Now, a fast, easy and inexpensive way to index all your records and books . . . flag every key reference. U-MAK-A Strip Index Tab has a self-measuring scale printed right on its cloth skirt to save you valuable time and energy. It's made of heavy transparent celluloid with a cloth skirt that grips tenaciously—stays where you put it. Celluloid edge is beaded for greater convenience—added strength. Also shield and index type for every index requirement. See them at your Globe-Wernicke Dealer or write to:

The Globe-Wernicke Co., Cincinnati, Ohio.



Globe-Wernicke Service

Globe-Wernicke

U-MAK-A INDEX TABS

"Headquarters for Modern Office Engineering"

Filing Equipment & Systems
Visible Record Systems
Office Furniture
Bookcases
Stationers' Supplies

PROVED

A BIG TIME SAVER — IN THREE SHORT MONTHS

PAY ROLL TAX INDEX

$19.50 LIST

New 1944 Model Now Ready **Model PX440**

Improved construction, appearance, performance

RAPID PAYROLL TAX INDEX, the permanent tax calculator with changeable charts, is the quickest method for determining payroll tax deductions—one product for which there is an unprecedented demand, and one which is AVAILABLE for you to sell. Undeniable proof of its worth lies in the names of such users as:

Western Electric Company
E. I. DuPont de Nemours & Co., Inc.
The Pure Oil Company
Peabody Coal Company
National Cash Register Company
. . . and hundreds of others

RAPID PAYROLL TAX INDEX

leads the field because:

- A flick of the finger brings the exact computation before the eyes—and *at eye level.*
- May be operated with either the left or right hand while writing with the other. No skill required.
- Selects tax amounts faster than any other device—20% of chart area visible at all times.
- Is already saving hundreds of man-hours in large corporations.
- Handsome walnut cabinet occupies no more desk space than a book.
- Lacquered charts that fit around drum.
- Simple, easy turning—nothing to get out of order—no protruding knobs.
- Complete all-in-one unit with official tables for weekly, bi-weekly, and semi-monthly pay periods.
- Cannot become obsolete—when tax rates change, simply insert new charts.

No Priorities Needed

Write today for descriptive circular or order a Rapid Payroll Tax Index for inspection. Satisfaction guaranteed or your money back.

RAPID OFFICE DEVICES, INC.

137 South LaSalle Street **Chicago 3, Ill.**

REVISIONS IN MPR 162

(*Continued from page* 30)

writer, changes to special purposes, or foreign type or keyboard are made at the request of the customer, there may be added to the ceiling rental rate a conversion charge not exceeding the suppliers' ceiling price for such service determined under the provisions of MPR 165, providing the charge is billed as a separate item. (March, 1942, ceilings apply.)

7. **The guaranty period of a "demonstrator"** machine is reduced from 12 months to 6 months.

8. **Definition of "rebuilt" typewriter** has been changed to eliminate the requirements for dismantling and inspecting since its last use.

9. **Definition of "reconditioned" typewriter** has been changed to eliminate the requirements for inspecting since its last use.

10. **Charge for special keyboard sales.** If, in connection with the sales of a used typewriter, changes to special purpose or foreign type or keyboard are made at the request of the buyer, there may be added to the ceiling price a conversion charge not exceeding the seller's ceiling price for such service determined under the provisions of MPR 165, provided this charge is billed as a separate item.

11. **Charges for packing sales.** No amount may be added to the selling price of a used typewriter for packing for shipment, except: (1) On sales to an exporter or foreign buyer, as provided by the Second Maximum Export Price Regulation. (2) On sales to any procurement agency of the U. S. as provided by RSO 34. (3) On other sales, an amount not greater than that customarily charged by the seller on sales to the same class of customer in the same geographical location during the period October 1st-15th, 1941.

12. **Trade-in allowances.** In connection with the sale of a used typewriter, the seller may not accept another typewriter in trade at a value lower than the lowest valuation for the trade-in typewriter shown on the 1942 allowances schedule of any typewriter manufacturer. This freezes the dealer to a minimum trade-in allowance, taking the schedule of 1942 of any manufacturer that he desires.

All other provisions remain substantially the same.

CIRCULAR GIVES SHARPENER HINTS

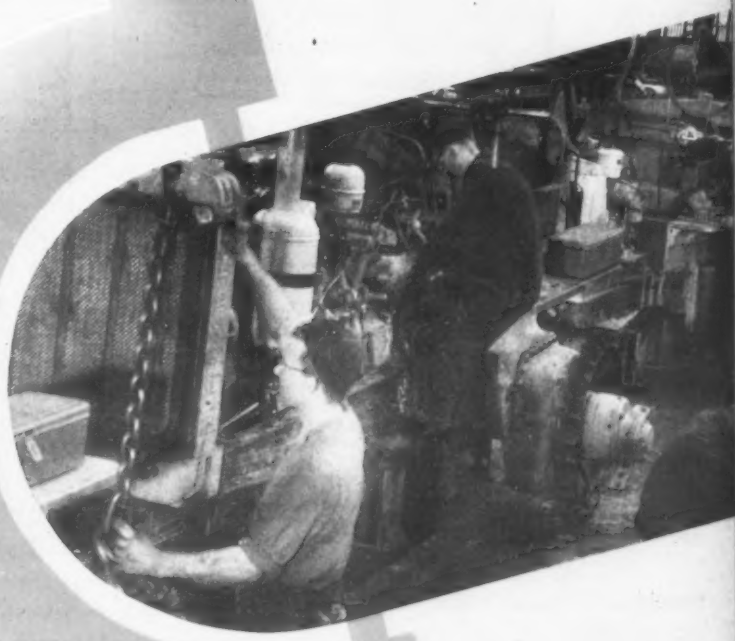
To urge users to take special care toward conserving pencil sharpeners, a circular describing proper use of pencil sharpeners has been sent to the trade by the Automatic Pencil Sharpener Co., division of Spengler Loomis Mfg. Co., 58 East Washington St., Chicago.

The WPB has authorized the production of new cutters and repair parts for a limited period and the circular describes proper procedure to be followed in replacing the worn parts.

WHITE STAR ADDED TO MOSLER "E"

A white star has been added to the Army-Navy "E" Production Award Flag of the Mosler Safe Co., Hamilton, Ohio. The star symbolizes the fact that the award has been won for the second time by the company. Under Secretary of War Robert P. Patterson wrote the company, praising its achievement highly.

MASTER-CRAFT TOOLS UP ACCOUNTING TO KEEP PACE WITH PRODUCTION



FACTORY accountants today are demanding new and better loose-leaf bookkeeping equipment — equipment with which they can "tool up" to handle the vast flood of additional reports and detail flowing to their desks.

The Master-Craft line provides this improved loose-leaf equipment — *standardized* merchandise such as Kopi-Spot Pay Checks and Pay Roll Forms that enable the paymaster to *make four pay roll records in one operation.*

See your Master-Craft dealer about these time-saving loose-leaf specialties, or write direct to us.

Loose-Leaf Accounting Systems by MASTER-CRAFT

MASTER-CRAFT CORPORATION (Division of the Shaw-Walker Co.) KALAMAZOO, MICHIGAN

Hotchkiss

PIONEERS

IN ALL THAT'S BEST IN

Stapling

This slogan typifies Hotchkiss's position in the stapling industry. Founded nearly half a century ago, Hotchkiss has been in the forefront of every revolutionary development in the art of fastening things with staples.

Hotchkiss pioneered in chisel pointed staples which penetrate easier. Hotchkiss pioneered in the temporary clinch—the only clinch on a commercial desk stapler which permits papers to be unstapled without tools and broken fingernails. Hotchkiss pioneered in the new Palmfit streamlined design, exemplified in the model 101A illustrated here.

Hotchkiss pioneered in fast front loading also a feature of the Model 101A.

These superior features are some of the reasons why the Hotchkiss output is devoted 100 per cent to war uses.

Hotchkiss Products are distributed
by leading Stationers everywhere—

THE HOTCHKISS SALES CO.

Department W

NORWALK, CONN. U. S. A.

Your Stationer will supply your needs

A complete line of quality filing supplies essential to the smooth operation of every business office.

Ask for IMPERIAL the next time you order filing supplies . . . you get PLUS Features at no extra cost.

Imperial
Methods Company
FOREST PARK, ILL.

Since it's Leap Year I'll Propose...

. . . that office management enter into an engagement with your chosen Stationer to supply the famous Eberhard Faber Mongol Pencil No. 482 in degrees especially suited to the different tasks of all your clerical worker groups.

Inherently economical, the choice of soft degrees for speedy memo writing, and harder degrees for ruled lines and fine figures, makes for ideal efficiency.

MONGOL'S smooth-gliding Complastic lead speeds the day's work. Long-wearing strong points cut in half the number of trips to the sharpener . . . and woodclinched for extra strength.

Ask your Stationer! He's an expert on pencil economies to be achieved through standardization on quality. He can demonstrate how better pencils may speed the work of a hard pressed office force.

"Say MONGOL to Your Stationer"

YOUR CHOICE OF 5 DEGREES:

No. 1—Soft
No. 2—Medium
No. 2⅜ F—Firm
No. 3—Hard
No. 4—Very Hard

EBERHARD FABER

Leadership IN FINE WRITING MATERIALS SINCE 1849

FOR REAL

Folder Sales

DURATEX FOLDERS

Combining all the features of highest select pulp, durability, uniformity, and proven filing satisfaction Duratex File Folders are the answer to any real sales campaign for year end transfer business.

Quality Texture . . .

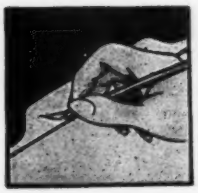
Smooth, hard, and soilproof surfaces, a quality crispness found only in Duratex. Will slide in and out of the file with a minimum of effort.

Unusual Tear Strength . . .

Insures extreme toughness and steel spring snap which is required in a folder designed for long life. No cracking or dog-earing with Duratex.

Excellent Writing . . .

Absorbent and smooth texture permits use of pen, pencil, or typewriter without danger of blur. Light manila color presents greater legibility.



We will gladly furnish samples of this superior File Folder. We invite you to check these superiorities yourself.

FILING DURABILITY SUPPLIES

C. L. BARKLEY & CO.
ESTABLISHED 1821
Manufacturers of Filing Supplies
517 S. JEFFERSON STREET CHICAGO, ILL.

STEEL UNAVAILABLE FOR DESKS

Metal desks, chairs and file and storage cabinets for civilians cannot be made until war work has decreased. This announcement has been made by the War Production Board and the newly appointed General Metal Office Furniture Industry Advisory Committee.

Resumption of production must, therefore, be postponed until some date after the outcome of military operations in Europe is clear.

LOOSE-LEAF METAL INCREASED

The use of metal in the manufacture of rings and binder parts for loose-leaf and blank books or covers has been increased for 1944 from 30 per cent to 75 per cent of 1941 usage, the WPB Printing and Publishing Division announces in an amendment to Order L-188.

The amount of metal that may be issued to any manufacturer in each quarter of 1944 is 18.75 per cent of the iron and steel fabricated by him into metal parts and units in the calendar year 1941. This action will enable manufacturers to decrease the use of substitutes that have been used since August.

REPRESENTATIVE NAMED FOR KIL-KLATTER

Harold P. Reinke & Associates, 2140 North 77th Ave., Elmwood Park, Ill., are new sales representatives for Kil-Klatter Typewriter Pads for the middle west territory. The announcement has been made by the American Hair & Felt Co., Chicago, manufacturers of the Kil-Klatter pad.

CLAYSON IS PRESIDENT OF EATON PAPER

George P. Clayson, Jr., was elected president of the Eaton Paper Corp., Pittsfield, Mass., at a meeting of the board on January 13th. The announcement was made by Col. William H. Eaton, chairman of the board of directors of the company. The office of president has been vacant since the death of Horace W. Davis in January, 1942.

Mr. Clayson had been vice-president since 1941. He came to Pittsfield in 1934 as sales promotion manager and afterward was merchandise and sales manager.

PENSION PLANNED FOR CESCO CO-WORKERS

The New Year brought a pleasant surprise to the personnel of the C. E. Sheppard Co., 4401 21st St., Long Island City, N. Y., in the form of a letter from its president and founder, Charles E. Sheppard, announcing the institution of a retirement pension plan, the entire cost of which is to be borne by the company.

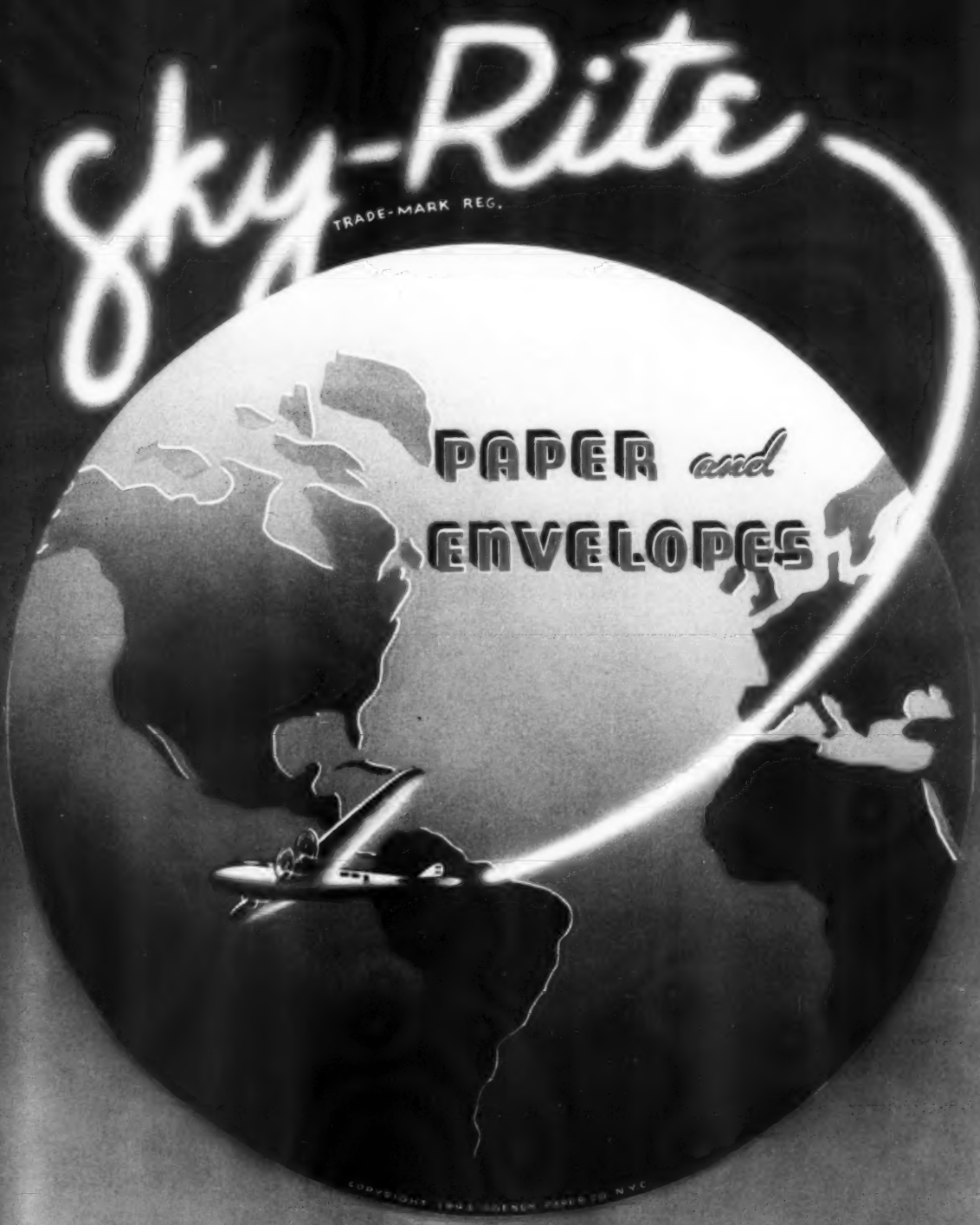
Eligible to participate in the pension plan is any employee with at least five years of active service with the company. Also, any present or future employee will be eligible after five years of active service with the company, so long as the employee is not older than 52 upon his completing five years of active service.

The normal retirement date for participants age 55 or younger is age 65.

WALTER P. FUNCK LEAVES F. S. WEBSTER CO.

At a special meeting of the directors of F. S. Webster Co., Cambridge, Mass., held recently, a beautifully engrossed testimonial was presented to Walter P. Funck, retiring from Webster after fifty years of service.

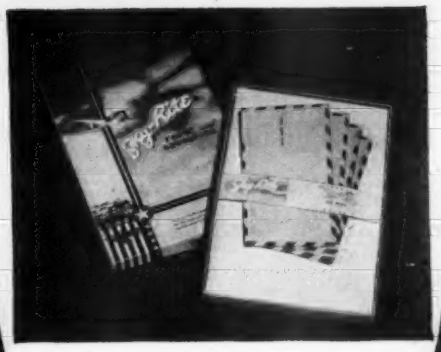
Mr. Funck, at the time of his retirement dean of carbon paper and typewriter ribbon company representatives on the West Coast, joined Webster in 1894, shortly thereafter becoming associated with the Chicago office. For years he was the company's only sales representative west of the Mississippi and introduced the Webster products throughout the Far West territory. After the first World War, he established the company's San Francisco office and has been its active head up to the present.



Sky-Rite
PAPER and ENVELOPES
were especially designed to obtain a maximum individual mailing at the minimum single rate for both foreign and domestic mail.

20 SHEETS and 1 ENVELOPE
WEIGH 1 OUNCE

50 SHEETS MONARCH SIZE PAPER
TWELVE MONARCH ENVELOPES



★ ★

Sky-Rite

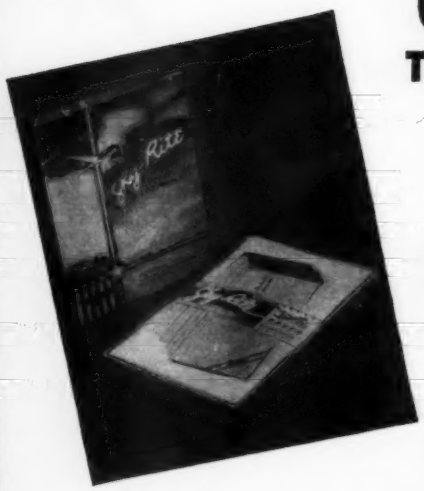
REG. U.S. PAT. OFF.

The Fastest Selling

Most Popular

Line of

AIRMAIL STATIONERY



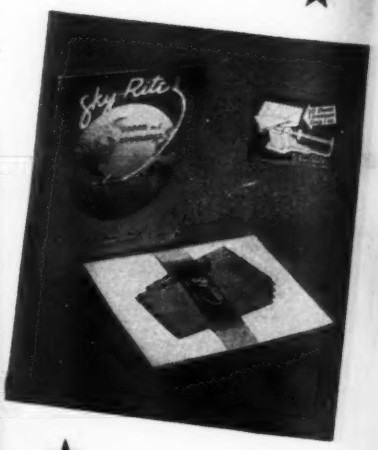
AGENCY PAPER CO.

74 VARICK ST., NEW YORK 13, N. Y.

Factories:
NEW YORK
CHICAGO

★ ★

Write our New York Office for Catalog B-3

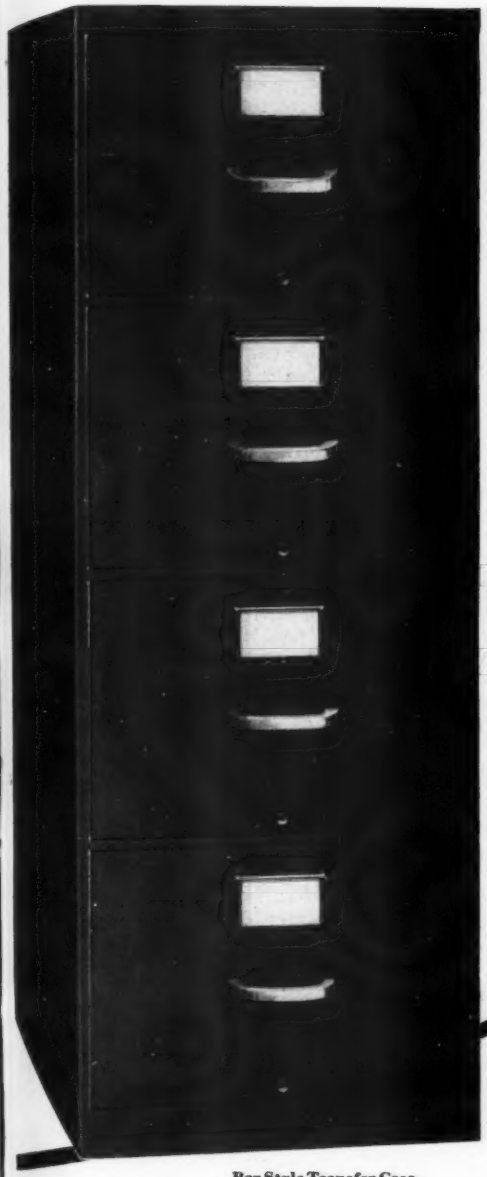


★ ★

Nationally Advertised in Life, Colliers and The Saturday Evening Post

"Y and E" WOOD EQUIPMENT

is more than a substitute product

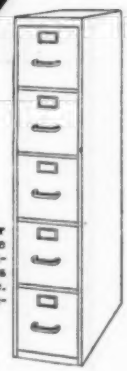


"Y and E" war time wood filing equipment is more than satisfying the needs of file-hungry organizations. Its strength, rigidity, and the quiet ease of drawer operation mark it for a quality. And what's more "Y and E" can make prompt delivery of these wanted items from stock right now.

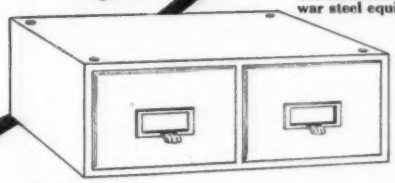
Here is equipment that in quality, serviceability and appearance stands up alongside pre-war steel equipment — at attractive prices based on quantity production. Here is no substitute but top quality merchandise.

Cap and letter size 4 drawer "Y and E" Wood Files are finished in standard olive green enamel and designed to intermember and harmonize with steel equipment.

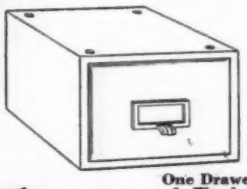
Sturdy Miter-locked Construction Wood Transfer Cases. Designed and constructed to give real service. These cases are business builders for you. Letter and Cap Sizes.



Five Drawer Finger Print Card File. Olive green finish—same outside height and depth as the four drawer letter file. Intermembers with pre-war steel equipment.

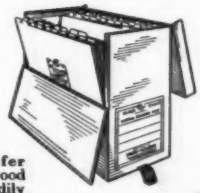


Two Drawer Wood Card Case—same construction and finish as one drawer case. Well built and finished. Plastic hardware. Also available for three sizes of cards.



One Drawer Card Case of Wood. Attractively finished in olive green. Available for 5x3, 6x4, and 8x5 cards.

Box Style Transfer Case—strong wood case, attractively paper covered with detachable reinforced jute board cover. Especially convenient and serviceable when housed on shelves. Letter and Cap Sizes.



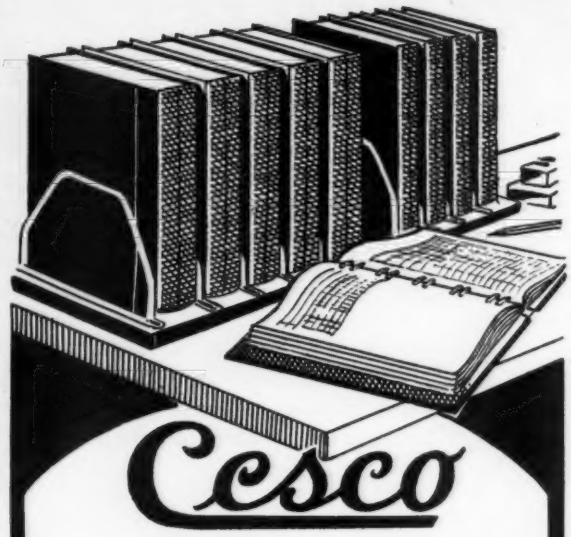
Shelf Style Transfer Case. Constructed of wood and jute board, sturdily reinforced to give long life. Letter and Cap Sizes.

Buy War Bonds

FOREMOST FOR MORE THAN SIXTY YEARS

YAWMAN AND ERBE MFG. CO.

1045 JAY STREET • ROCHESTER, N. Y.



Cesco

VISIBLE BOOKS
for
BETTER RECORDS

—now, more than ever before the value of Visible Record Books is being *proven* in *actual* use. Not only do they show a tremendous saving in maintaining time, but in accuracy as well. Here are some records which are particularly adaptable to Visible Books:

EMPLOYEE WAR BOND DEDUCTION RECORD
A timely form designed to simplify record keeping pertaining to the purchase of War Bonds under Government Pay Roll Allotment Plan.

FOR THE PURCHASING DEPARTMENT
Numerous forms for controlling Inventory, Stock on Hand, Sources of Supply, Contracts, Consumption Records, Receipts, Disbursements, etc.

SOCIAL SECURITY AND PAY ROLL
Employe Earning and History Record, numerous forms in various designs.

COST AND PRODUCTION
Used extensively for Cost Analysis, Time Studies, Hourly Rates, Raw Material, Costs, Work in Process, etc.

SALES AND ADVERTISING
Ideal for prospect records in salesman's calls, mailing lists, expense records, etc.

Over 100 stock forms—to meet most every business need. Any special forms made-to-order on short notice. Visible Record Books are inexpensive to install, about 1/5th the cost of trays and cabinets. Full information on request—ask for Catalog "G".

LOOSE LEAF Cesco EQUIPMENT

The C-E-SHEPPARD CO.
44-07 21st Street · LONG ISLAND CITY, N.Y.

EARLY PREDICTIONS FOR METERED MAIL MAKE INTERESTING READING TODAY

The archives of the former Multipost Co., of Rochester, N. Y., contain many interesting items of record relative to the development of mail handling equipment. The Multipost Co., which had been engaged in the manufacture of mechanical stamp affixers and other mailroom machines since 1910, became a part of the National Postal Meter Co., Inc., on January 1, 1942.

The NPM office sleuth recently came across one particularly significant article among the Multipost collection. It is a yellowed clipping from the *Washington Post* of April 30, 1913. It tells the story of pioneering efforts in the development of metered mail machines in an illustrated article on the five-denomination New Zealand Postal Stamping Machine, the grand-daddy of all postal meters. Under the heading "Is The Postage Stamp Doomed?" it described the use of this remarkable invention by saying, "In the future, instead of buying postage stamps, licking or otherwise moistening the gum on their backs and applying sufficient pressure to cause adhesion, all we may need to do will be to put our letters under a machine and turn a crank. The machine, which in New Zealand is rented from the postal authorities, records the amount stamped just like a gas meter and payment is made to a collector who calls at intervals."

Postage Stamp Not Doomed

"The postage stamp is not yet doomed, although metered mail is an established method in most countries and in America thousands of representative firms now use the NPM complete metered mail system that in no way resembles a gas meter either in appearance or function," says National Postal Meter Co. "The original metering machine may have been conceived to do away with postage stamps but that the concept was too ambitious is evidenced in that there is increasing demand for NPM-made Multiposts as a speedy, mechanical method of positive stamp affixing."

By curious coincidence the reverse side of the clipping carries a story that might lead the reader to suspect his eyes were playing tricks on him. The story sets out to prove, with charts and data, the superiority of the dirigible over the airplane as a mode of travel and means of combat for the future.

"The war dirigible is better than the war aeroplane," it concludes. "It has a radius of action of 500 miles as compared with the aeroplane's 150. Although the aeroplane has much greater elevation powers, the dirigible far surpasses its weight-lifting capacities."

Experts Underestimated Airplane

"Those 'experts' of the pre-World War I period were slightly off the beam in judging the potentialities of the airplane," National Postal Meter Co. points out. "No doubt many of them have survived to witness its marvelous development. It is understandable that they could not then know that by World War II giant planes would circle the globe with breath-taking speed, transport troops all over the world, and carry completely equipped and manned armored units into battle. Nor that in a peacetime world commercial airlines would become, like a straight line, the shortest distance between two points, carrying as well as passengers, the U. S. Mail, the lifeblood of business.

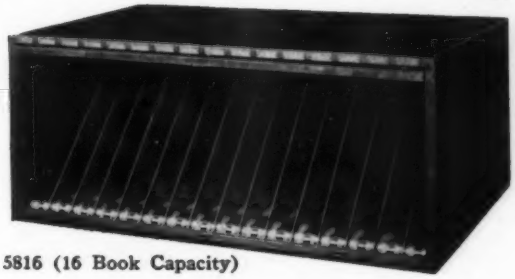
"It is also probable that they never suspected that before World War II NPM would have originated an omni-denomination meter to print any required denomination of postage in one impression, handling all classes of mail including parcel post. The NPM system has added wings to mail, just as the airplane has added wings to civilization."

UNIVERSAL OFFERS FOR IMMEDIATE DELIVERY

2500 STEEL POST INDEX BOOKS

Rebuilt Like New

and 160 STEEL CABINETS



Style No. 5816 (16 Book Capacity)

Style No. 5816—In excellent condition, olive green finish. Cabinets for housing flat books . . . 16 Book Capacity. Price New $37.00.

Our Price $15.00

Style No. S8½ P—Model 5 flat steel post indexes books with wide hinge, complete with 8x3⅜" pockets—¼" exposure, 18¾" Long—Price New $13.50.

Our Price $7.00

Also available for immediate delivery.

Addressographs, Multigraphs, Mimeographs, Dictating Machines, Ledger Trays, Transfer Cases, Steel Files, Steel Lockers, Steel Shelvings.

KARDEX • ACME • Y & E • GLOBE
WERNICKE • POST INDEX • RAND
and other Visible Systems

PANELS • CABINETS • BOOK UNITS
CLIPS • SIGNALS • ROTARIES • TABLES
and
SAFES FOR HOUSING VISIBLE CABINETS

All completely rebuilt and guaranteed.

Style No. S8½ P

"The House That Confidence Built"

************ ***Universal*** ************

OFFICE EQUIPMENT CO., INC.

561 BROADWAY • CANAL 6-0740 • NEW YORK 12, N. Y.

A MESSAGE FROM THE TREASURY

TO THE RETAILERS OF AMERICA!

When the Treasury turned to the retailers of America for help in selling "E" Bonds in the 4th War Loan drive, we knew we were calling upon some of the keenest salesmen and best merchandisers this world has ever seen. But we didn't quite realize what a magnificent job these retailers would turn in!

Here are a few of the highlights—a few preliminary figures that tend to give some measure of the tremendous contribution made by retailers to the success of the 4th War Loan drive.

Over 25,000 stores, including the vast majority of the country's largest, reached—or exceeded—their Store Quotas, and are now proudly displaying their official 4th War Loan banners.

And many hundreds of thousands of retail sales persons reached—or exceeded—their individual sales quotas of $200 in "E" Bonds! It was, indeed, this magnificent personal selling job that put this whole retail effort over the top. Every one contributing to this splendid record can take well earned pride in his, or her, individual citation for service.

For the planning and the hours of hard work on the part of every store and every individual in any way contributing to the success of this drive, the Treasury Department now takes this opportunity of expressing its sincerest thanks!

Ted R. Gamble

National Director War Finance Division

This is an official U.S. Treasury advertisement—prepared under auspices of Treasury Departments and War Advertising Council

The Treasury Department acknowledges with appreciation the publication of this message by

GEYER PUBLICATIONS

Let's ALL Keep Backing the Attack—with WAR BONDS

A Message of Thanks

FROM AMERICA'S LARGEST FOUNTAIN PEN MANUFACTURER

WE believe that the success of the Wearever Zenith Pen is quite without precedent in the fountain pen industry. Hence this "thank-you" to all the friends who are making it possible. We are particularly gratified because we are putting every last measure of value into the Wearever Zenith, fashioning it under the strictest standards of precision manufacture. Thanks, too, for your patience under the restrictions imposed by priorities and "service-men-first" policies. Even now we are making plans for after the war; plans which insure fresh triumphs for the Zenith, as well as for new products still to be announced that will also bear the famous name of Wearever. David Kahn, Inc., North Bergen, N. J. — *established 1896.*

DRAWING SETS

and

DRAWING INSTRUMENTS

of Various U. S. Manufacturers

Illustrated Price List Available on Request.

Compass

INSTRUMENT & OPTICAL CO.

268 Fourth Ave. **New York 10, N. Y.**

You Can Count On Stewart

With unparalleled service . . . unlimited variety . . . R. A. Stewart is your logical source for marking devices.

TRIUMPH
Self-Inking
BAND DATERS

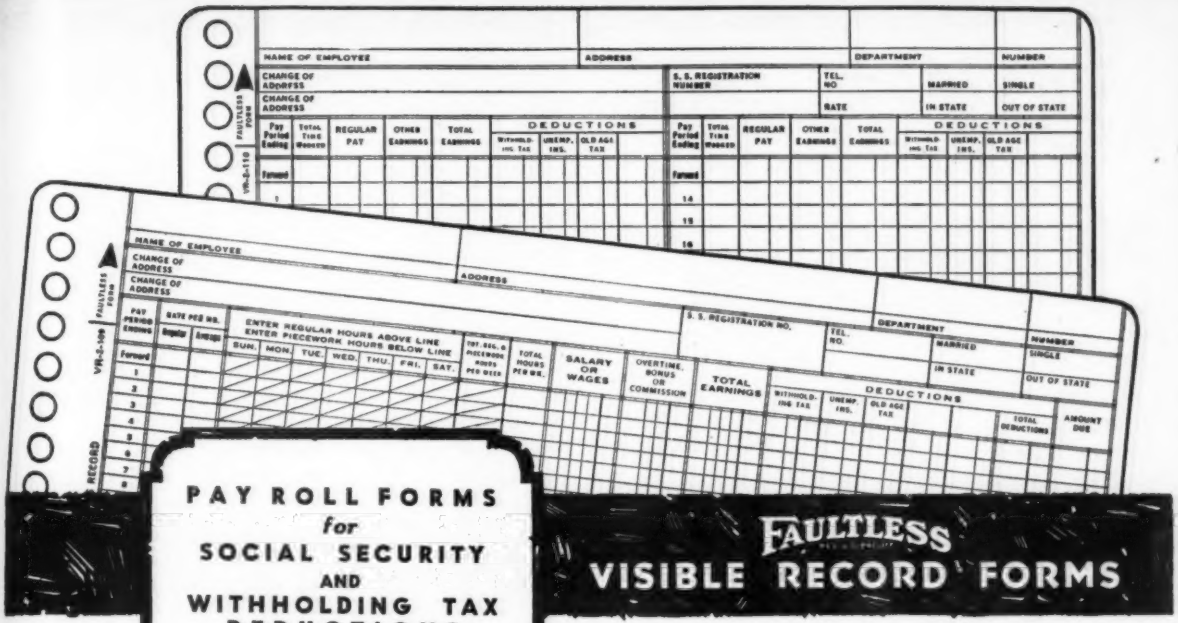
For efficiency and time saving, self-inking band daters cannot be beaten . . . doing a complete job in one action. And for quality in this type of dater, Triumph is unexcelled.

MULTUM
FLAT BAND DATERS

With the new "Speck White" Finish, Metal Drums, Cushion Dieplate and strong Bands. An excellent buy.

R. A. STEWART
& Company, Inc.

Buy War Bonds



PAY ROLL FORMS
for
SOCIAL SECURITY
AND
WITHHOLDING TAX DEDUCTIONS

STOCK RECORDS
PURCHASE RECORDS
PERSONNEL RECORDS
COLLECTION RECORDS
LEDGER FORMS
COST RECORDS

and all other purposes

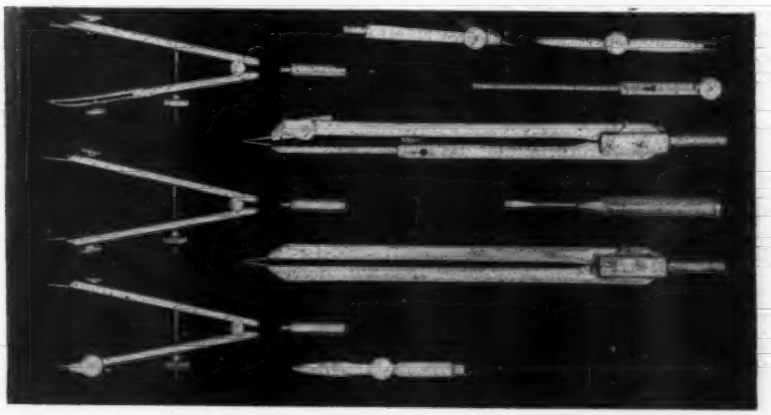
FAULTLESS
VISIBLE RECORD FORMS

★ . . . *recommended for all pay roll requirements*

STATIONERS LOOSE LEAF CO.

MILWAUKEE 1, 524 N. Broadway
NEW YORK 3, 114-116 E. 13th St.

"CHARVOS"
DRAWING INSTRUMENTS



Distributed by

THE ROOS COMPANY
280 MADISON AVENUE
NEW YORK

YOUR INQUIRIES FOR DESCRIPTIVE LITERATURE AND SPECIAL PRICE LISTS CORDIALLY INVITED

They Lead the Parade!

DOPP-CRAFT
Cases & Utility Kits

Pioneers in national advertising and product improvement in the leather goods industry, DOPP-CRAFT cases and DOPP-KIT are the famous favorites of the trade and the public alike. And they will continue to "lead the parade" after the war too, for post-war plans for new products—improved products—smart design and new conveniences—bigger and better advertising, are all going forward unceasingly. DOPP-CRAFT will continue to maintain leadership for it will continue to MERIT that position.

CHARLES DOPPELT & CO.

Fine Leather Goods

412 N. Orleans St. Chicago 10, Ill.

Opposite Mechandise Mart

NATIONALLY ADVERTISED SINCE 1937

TIME	HARPERS MAGAZINE
ESQUIRE	NEW YORKER
MADEMOISELLE	FORTUNE
HARPERS BAZAAR	ATLANTIC

NOW *Beautifully Packaged*

Tiffany
INDELIBLE PENCILS

★

Sky-Tint
Thin-Lead Crayon Pencils

★

Certified
Thick-Lead Crayon Pencils

★

The quarter gross boxes are beautifully produced in seven colors. The pencils have a white and red fancy dipped end.

Made with FUSE TEX Processed Leads

Ready for delivery

NATIONAL PENCIL COMPANY

SHELBYVILLE, TENN.

New York Office—220 Fifth Ave.

OUR VICTORY YEAR MERCHANDISE OFFERINGS

Scarcity of merchandise is a great temptation for some to offer inferior goods on the plea that they are the best obtainable under "existing conditions."

We have made it our policy not to compromise with quality – and we are sure that dealers who have concern for their reputations echo these sentiments.

BILLFOLDS
Ladies and Mens—Importations and Domestics
to retail from $1 to $10.00

★

TOBACCO POUCHES
to retail from
$1.50 to $4.95

★

PICTURE FRAMES & PHOTO CASES
to retail from $1.00 to $8.95

★

CIGARETTE CASES
to retail from
$1.00 to $4.95

★

WRITING CASES
to retail from
$4.50 to $17.95

★

UTILITY KITS
to retail from
$1.50 to $8.95

★

KEY CASES
to retail at
$1.00

FOR VICTORY IN '44 BUY THE 4th WAR LOAN AND MAKE THE NEXT 4th OUR BIGGEST INDEPENDENCE DAY SINCE 1776

The only concession we are making to "existing conditions" is the elimination of literature for obvious reasons.

Order our $75 Sample Assortment now as a basis for future reorders. All future orders are naturally subject to prior sale.

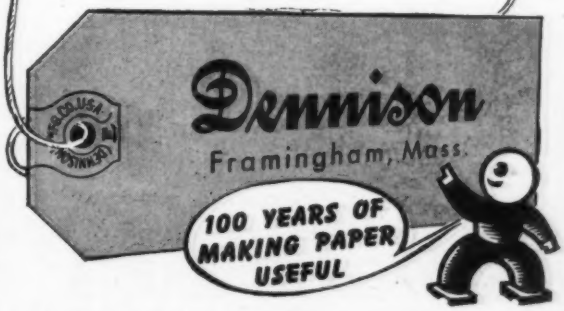
U. S. LUGGAGE & LEATHER PRODUCTS CO.
Offices and Showroom
29 WEST 34th STREET · NEW YORK 1, N. Y.

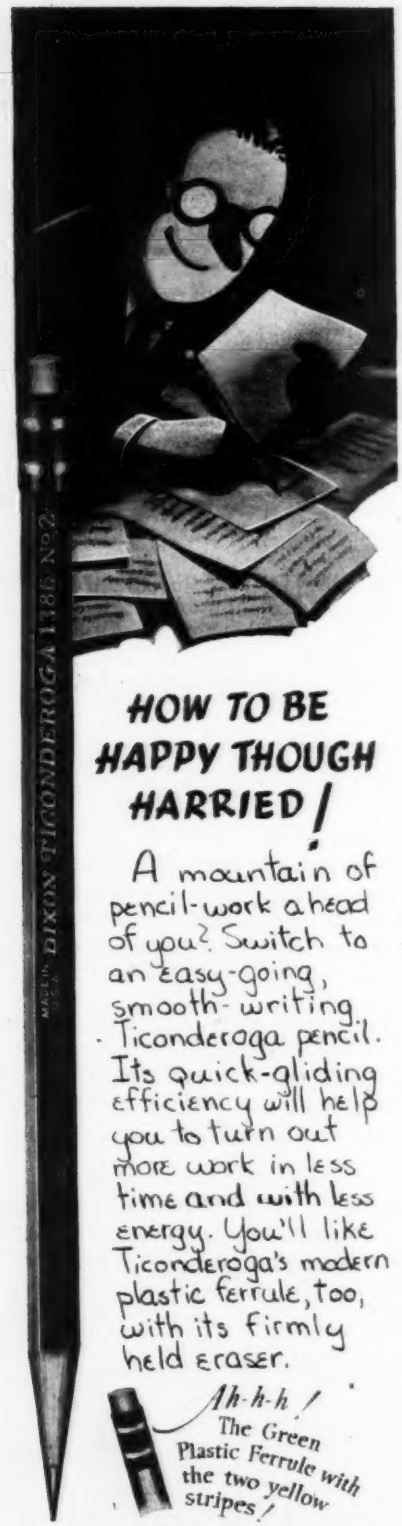
BEFORE THAT NAME Dennison APPEARED ON A TAG

Before E. W. Dennison patented the shipping tag with the reinforced hole in 1863, most American shippers had their own "direction labels" made from left-over cardboard. Cutting them out was a rainy-day job for shop boys.

That paper washer, or "patch" devised by Dennison to build up the pull-out strength gave our business men a tag that would stay with its package from shipment to delivery.

Today the same principle is used to assure tags that will stay with the goods. And that same name, Dennison, printed on the patch, guarantees the purchaser of the quality he has come to expect.





HOW TO BE HAPPY THOUGH HARRIED!

A mountain of pencil-work ahead of you? Switch to an easy-going, smooth-writing Ticonderoga pencil. Its quick-gliding efficiency will help you to turn out more work in less time and with less energy. You'll like Ticonderoga's modern plastic ferrule, too, with its firmly held eraser.

Ah-h-h! The Green Plastic Ferrule with the two yellow stripes!

Demand... the fine American Pencil with the fine American name...

TICONDEROGA

Joseph Dixon Crucible Co., Dept. SPAE, Jersey City 3, N. J.

CONSERVATION OF EXTINGUISHERS

Practically the entire output of approved fire extinguishers is being taken by the Army, the Navy, and manufacturers with top priority ratings, so that other users are finding it impossible to obtain new extinguishers, announces the Safety Research Institute, 420 Lexington Ave., New York.

Soda acid extinguishers have not been in production since 1942, nor have copper pump tanks, gas cartridge extinguishers of water and anti freeze types, and extinguishers of any type with seamless drawn shells. Foam extinguishers are being made only in limited quantity and it takes a high priority to obtain them. Carbon dioxide extinguishers also are going only to those with ratings approaching the "triple A." Even the vaporizing liquid extinguishers, of which there are more in service than all other types put together, are difficult to obtain and one manufacturer is not promising deliveries to anyone with less than the highest rating.

But recharging materials and replacement parts still can be purchased without difficulty, and as long as this condition persists, existing equipment can be readily kept in service. With proper servicing, approved equipment will last indefinitely.

Approved Extinguishers Labelled

"Approved" extinguishers are those which bear the label of the Underwriters' Laboratories or Factory Mutual Laboratories. All such extinguishers bear an instruction plate on which appear directions for recharging and inspecting the equipment. Only when these directions are ignored will the extinguisher owner encounter difficulty.

Attempts to economize by purchasing commercial grades of carbon tetrachloride for use in vaporizing liquid extinguishers are generally foiled by the resulting deterioration of the shell and interior mechanism of the extinguisher. Commercial grades of CTC contain water, which reacts slowly with the CTC to form hydrochloric acid and it is the latter that does the damage. The vaporizing liquid furnished by extinguisher manufacturers is treated to remove all impurities and has important components added to depress the freezing point.

Shells Should Be Rinsed

In the case of soda acid and foam extinguishers, shells and all parts should be thoroughly rinsed with warm water before recharging. This removes all vestiges of reacted and unreacted chemicals, so that the fresh charge will have its maximum force and duration. Another important part of the routine, the inspection of head gaskets, is often overlooked. If old and worn gaskets are used, it will be necessary to screw down the head of the extinguisher with unusual force, and even then, leakage during operation cannot always be overcome. A new gasket permits easy manual screwing on and off of extinguisher heads, and insures a tight extinguisher during use.

Many approved extinguishers have been in service for more than twenty years and are still good for many more years of duty. They do not wear out. But they should be carefully handled when being recharged, inspected, or used.

RED FEATHER COMPLETES NEW LABORATORY

Now in full operation is the new laboratory of the Red Feather Products, Ltd., Redwood City, Calif., where the duplicating supplies of the company are tested.

Each shipment of material is put through severe tests before it is released to the trade. Similar tests are used for the ingredients used in the manufacture of the various products of the Red Feather line.

A new illustrated catalog is ready for distribution.

there's a real need for

Visiflex SHEET PROTECTORS

for Sales Presentations, Sales Manuals, Catalogs

Today sales managers and post war planning directors are preparing their sales manuals, catalogs, sales presentations of various kinds in preparation for V-Day—when they can again produce their products without war time restrictions.

And AICO Visiflex Sheet Protectors will protect the pages of these loose-leaf books from the wear and tear of hard usage that they will receive.

Sales Promotional executives will do well to consider Visiflex Sheet Protectors to keep their sales presentations looking clean and smart even with constant, everyday and all day service.

Visiflex Sheet Protectors are easy to insert, make perfect protection for each page.

AICO PRODUCTS

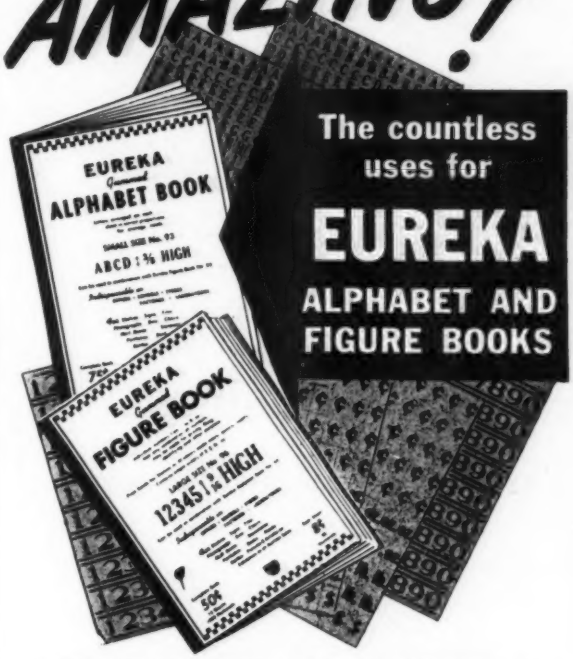
AICO-GRIP TABBING
LOOSE LEAF INDEXES
DESK PADS and ACCESSORIES
SHOP TICKET HOLDERS

G. J. Aigner Company

503 S. JEFFERSON ST., CHICAGO, ILL.

WORLD'S LEADING MANUFACTURERS OF INDEXES AND INDEX TABBING

AMAZING!



The countless uses for EUREKA ALPHABET AND FIGURE BOOKS

HANDY for dozens of uses in office and stock room — for marking files, chairs, mail boxes, books, etc. Useful in the factory, too, for marking bins, shelves, trays and for identification of non-metal parts. A quick and economical way for stores to make special signs or price and point value cards, etc.

The letters in Eureka Alphabet Books are arranged like type fonts, with more of the letters most often used. This makes it possible to make up words with each page — an arrangement especially advantageous for filing purposes.

Eureka Figure Books permit the making up of any combination of numbers rather than having a fixed group of numbers. Each book contains additional pages of special characters for marking purposes or making of price cards—$, ¢, oz., lbs., etc.

USED IN SCHOOLS TOO. *First and Second Grade teachers in many schools are using Eureka Alphabet and Figure Stickers to teach children letters and numbers and to form simple words.*

ALPHABET BOOK NO. 93 supplies 25 perforated, gummed sheets of 8,000 capital letters, 320 letters to the sheet, 3/8" high. **75¢** per book.

FIGURE BOOK NO. 94 (for use with No. 93) supplies 10 perforated, gummed sheets of digits, 320 to the sheet, 3/8" high. **50¢** per book.

ALPHABET BOOK NO. 95 supplies 25 perforated, gummed sheets of 2,500 large size capital letters, 100 to the sheet, 5/8" high. **75¢** per book.

FIGURE BOOK NO. 96 (for use with No. 95) supplies 10 perforated, gummed sheets of digits, 100 to the sheet, 9/16" high. **50¢** per book.

At your stationers
OR WRITE
EUREKA SPECIALTY PRINTING CO.
Sales Dept.
Stationery Div.
11 West 42nd St.
New York 18, N. Y.

EUREKA
HANDY BOOK-PAK GUMMED LABELS

MADE BY
Esterbrook

It's Good Business to do Business with a Good Name

For nearly a century "MADE BY ESTERBROOK" has been a guarantee of quality to pen dealers and pen users throughout the world.

We pledge a continuation of this principle of good business . . . come what may.

THE ESTERBROOK PEN COMPANY
CAMDEN, N. J.

★

Esterbrook

The world's leading pen makers since 1858

Codo

STAR PERFORMANCE

Typists who take pride in their work thrill to the new Codo CLEARTEX. The fine texture fabric, high ink concentration and extra length make possible a consistent excellence that brings compliments.

Codo SUPER-TREATED, SUPER KOTE and KEEN RITE are all headliners in giving carbon copy satisfaction. They give clean, sharp impressions for that extra number of copies. Five year guarantee against deterioration.

The famous patented "Carbon Gripper" backing sheet in every box of Codo Super-Treated, Super Kote and Keen Rite.

Codo MFG. CORP.

529 South Franklin St., Chicago
270 Lafayette St., New York
Factory: Coraopolis, Pa.

WHEN THEY COME BACK AGAIN . . . .

★ Yes, they are coming back—the boys "over there" and your ACCO *Steel* Fasteners over here. They—and we—are both trying to hasten the day.

★ We had even hoped that this very advertisement might announce some steel ACCO fasteners for you. But we will have to ask you to be patient a little longer. Steel is in more plentiful supply but permission has not yet been granted to use it in steel file fasteners.

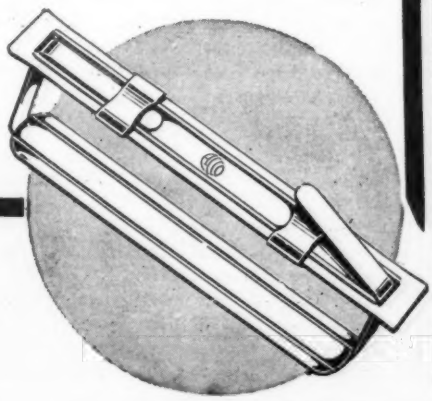
★ The best substitute for ACCO steel Fasteners we have found is the ACCO non-metallic Fastener. It is being used in thousands of offices with entire satisfaction and it may be obtained without priority.

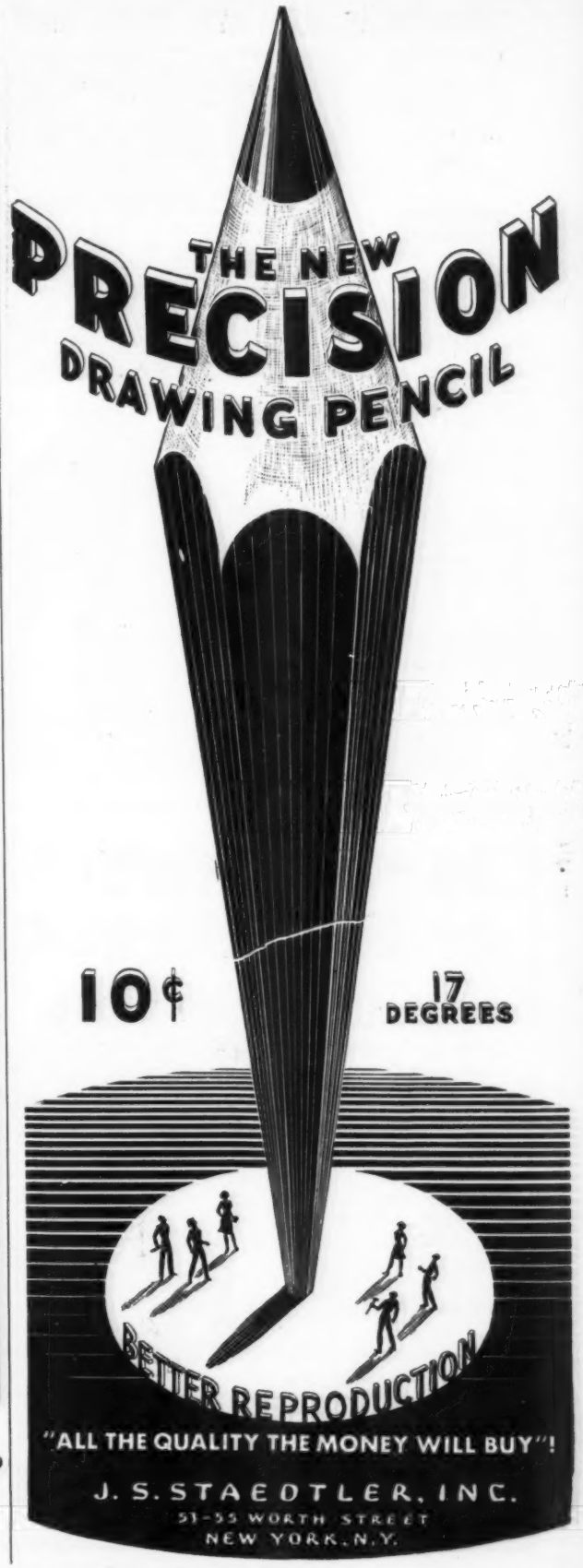
A C C O

PRODUCTS, Inc.

39th AVENUE and 24th STREET

LONG ISLAND CITY, N. Y.





SAVE STENCIL COSTS! SAVE TYPING TIME!

WARTIME NECESSITY for EVERY STENCIL USER

TECHNYGRAPH

The Smart Way to FILE STENCILS for Re-run

TWO SIZES —for 50 and 100 STENCILS

30" long, 10" wide; handy index page is standard on both sizes; production record page for each stencil allows space for complete information.

Covers are of heavy blue leatherette stock; pages numbered; spiral binding enables book to lie flat at all times.

Write today for descriptive circulars

Technygraph Co.

TECHNY, ILLINOIS

99 44/100% PERFECT Is NOT ENOUGH

In a minutely planned and executed War where movements must dovetail, orders have to be transcribed 100% perfectly. Impartial tests have proven Standard tested Cylinders to be leaders in clarity, strength and clean-cut grooving. For the instructive story of these tests write for your copy of "The Voice of the Dictating Machine".

for Dictaphones ★ Ediphones

STANDARD RECORD COMPANY

104-114 South Fourth Street, Brooklyn, N. Y.

Cable Address: Stanrecord

NEW YORK DOMINANT IN WHOLESALE TRADE

The extent to which New York dominates the wholesale trade of the United States is disclosed in a study of this important phase of the commercial and industrial activities of the city made public recently by the Chamber of Commerce of the State of New York.

George A. Sloan, Commissioner of Commerce for New York and chairman of the Mayor's Business Advisory Committee, in a foreword to the chamber study, which was entitled "New York's Leadership in Wholesale Trade," said "it is astonishing to learn just how far New York leads in this field and the extent to which much of the wholesale trade in a nation of more than 130 million people is served by a city of seven and a half million population."

The chamber analyzed the business transacted by 95 lines of wholesale trade in the last (partly) pre-war year 1939, taking as a basis for the study a survey of the wholesale establishments of the country made by the Bureau of the Census of the U. S. Department of Commerce. The chamber study disclosed among other things that:

New York wholesale establishments were first in dollar volume in 80 of the 95 lines of trade analyzed and second in ten of the others.

Although New York has less than 6% of the population of the country, its wholesale establishments did 20% of the total dollar volume of the nation's wholesale business in these 80 lines.

In 24 of the 80 lines of trade, New York wholesale establishments did more than one-third of the total dollar volume of all wholesalers in the United States in these lines.

In 15 wholesale lines, New York merchants did 50% or more of the total wholesale business of the nation in these lines.

New York, with one-third of the population, did 39% of the total dollar volume of business of the fourteen leading cities in the 80 lines of wholesale trade.

The total dollar volume of the 80 wholesale lines in which New York led was $2,436,605,000; compared with $6,162,455,000 for the fourteen leading cities and $12,060,976,000 for the nation.

"The people of New York may take pride in the fact," the chamber study said, "that the city's wholesale establishments do more than one-third of the total volume of all the wholesale mechants in the United States in such lines of wholesale trade, among others, as office machinery and equipment; leather goods; stationery and supplies; books, periodicals and newspapers; toys and novelties."

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MRS. DONALD McLEOD

———secretary and treasurer of the Spencerian Pen Co., 434 Broadway, New York, died January 18th at the age of 52.

Mrs. McLeod, whose husband is president of the Spencerian Pen Co., was active in the American Women's Voluntary Services in addition to her position in the business. Mrs. McLeod's sons are Donald McLeod, Jr., who has received an honorable discharge from the U. S. Army Medical Corps, and Bill McLeod, who is on duty with the First Division of the U. S. Marine Corps in the Pacific.

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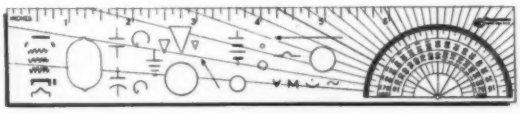

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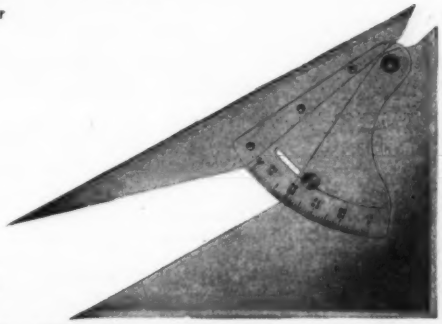

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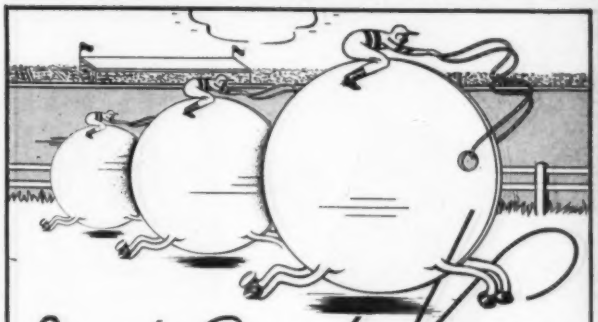

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Accommodates 12 in 5'

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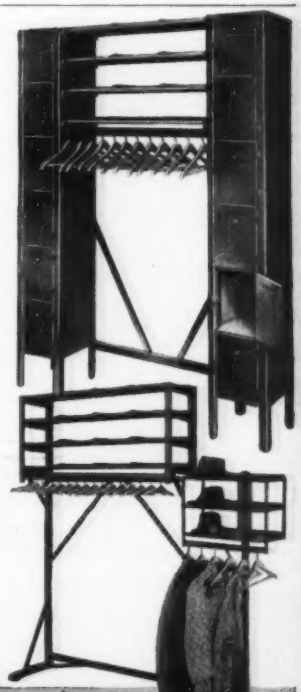

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ADDRESSOGRAPH-MULTIGRAPH NAMES RICHTER DIRECTOR

At a board of directors meeting held recently in Cleveland, Ohio, Elmer F. Richter was made a vice-president and general manager of the Addressograph-Multigraph Corp.

ELMER F. RICHTER
Addressograph-Multigraph Corp.

In the announcement of Mr. Richter's election in the January issue Mr. Richter's name was incorrectly spelled in the picture caption.

AIGNER SALESMEN'S TERRITORIES ENLARGED

Because several salesmen have been called into the military service, the G. J. Aigner Co., 503 South Jefferson St., Chicago, makers of AICO indexes and allied products, have found it necessary to re-assign sales territories. Verle W. Lee, who represents the company in the mid-west, was the latest of the salesmen to don Uncle Sam's uniform.

Elmer Krumwiede will take over Mr. Lee's territory in addition to his own. He will now represent the Aigner Co. in Illinois, Iowa, Missouri, Oklahoma, Kansas, Nebraska and North and South Dakota, the states formerly handled by Mr. Lee.

Wake up!!

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On November 23, 1942, we inserted the following advertisement in the newspapers. The thoughts expressed in it are even more important today than they were when first published.

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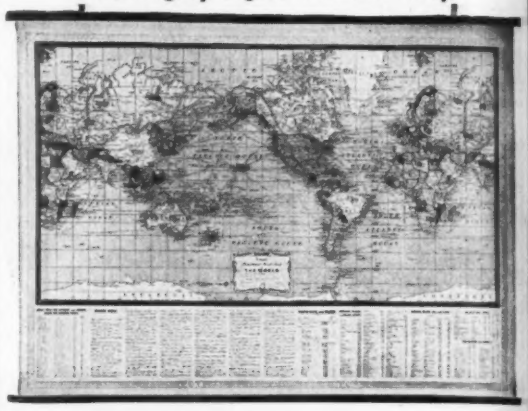

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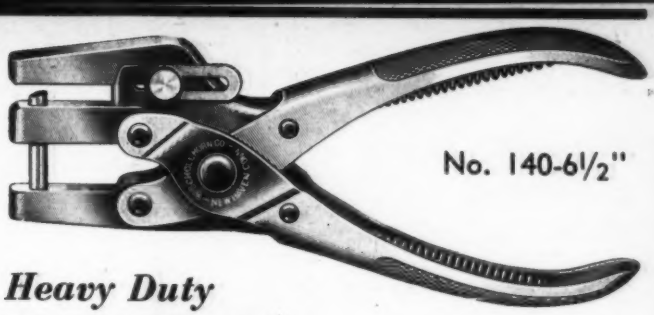

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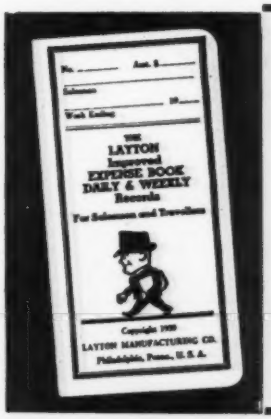

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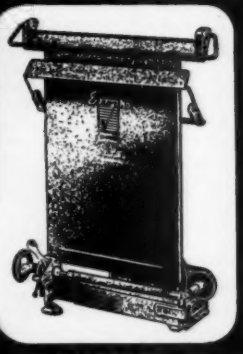

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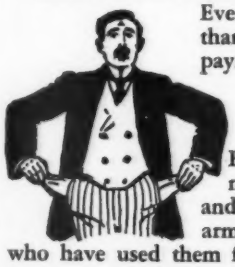

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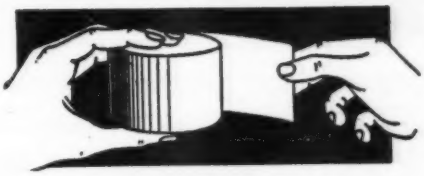

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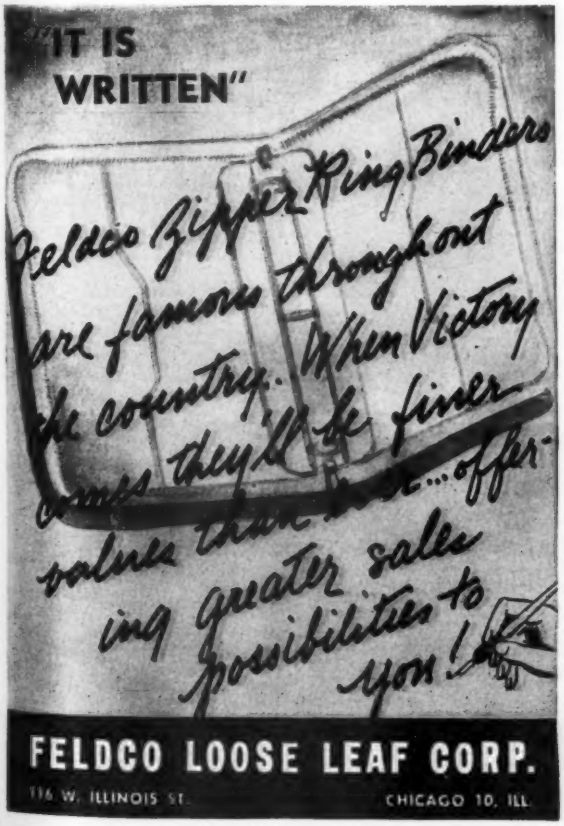

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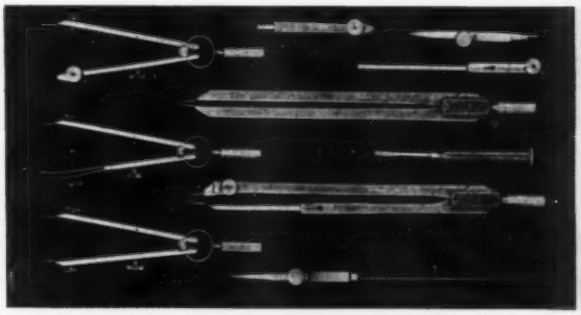

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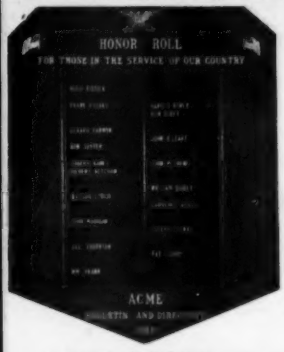

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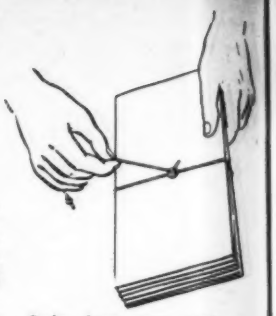

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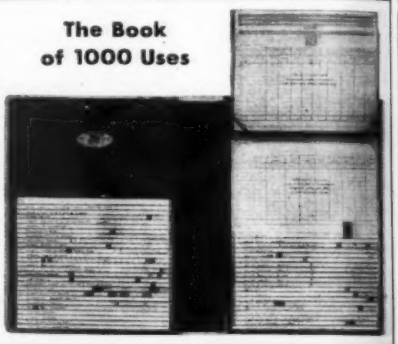

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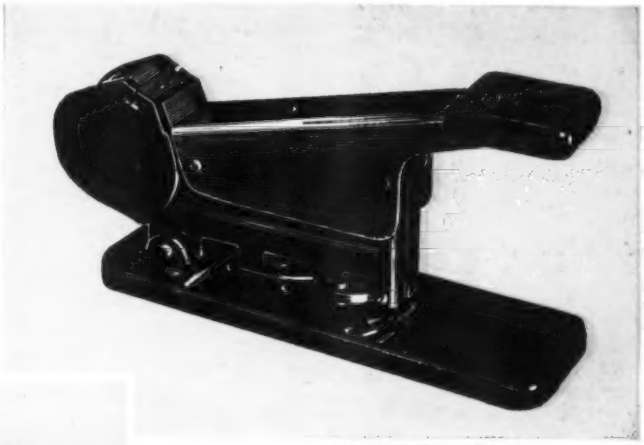

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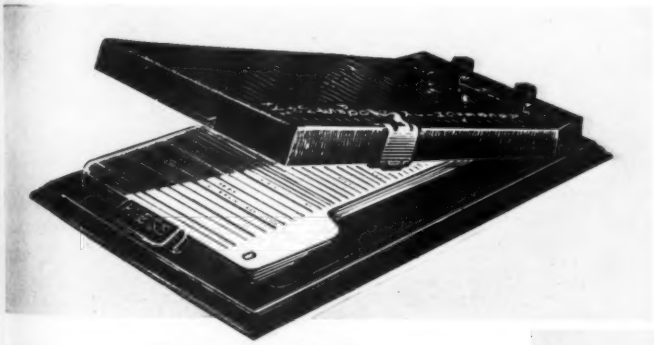

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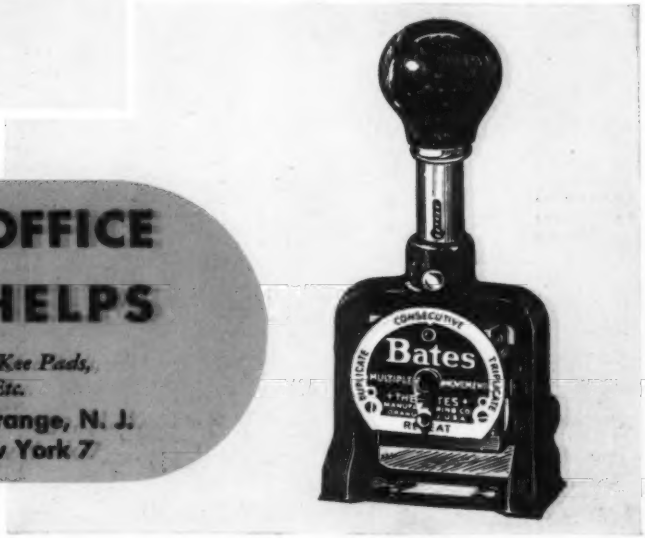

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I like to think of him as carrying one of these
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We make them here,
and it's comforting just to know that my hands
helped make a part of what he's fighting with.

I know that when Mike shoots his gun,
the bullet will go straight where he aims it because
practically everyone in the U E F plant here has
his own *personal* reason for putting his heart
and mind into the work.

You see, nearly everyone of us has somebody
in the Armed Forces who's fighting for us.

For us—and for you, too . . .

And for the way Mike and I want to live . . .
in peace and comfort—after the war's won.

So we all say: Speed the guns . . . to speed that day!

EMILY MALLIA—Badge No. 5301

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